



## Criteria for basic educational competence in respect of appointing and promoting associate professors and professors, HVL (the Western Norway University of Applied Sciences)

*How to document educational competence at the HVL?*

### Documentation requirements for associate professorships

Educational competence shall be documented in two components.

- Educational folder
- Educational CV

#### **Description of educational folder**

The purpose of this folder is to allow applicants to show and explain their choices in respect of the planning, implementation, evaluation and development of tuition and supervision in accordance with the regulations. The folder should contain

- I. General text about the applicant's educational contribution to student learning.
- II. A discussion of 3-5 specific pieces of educational and learning work in which the applicant has participated. Examples of this include:
  - A description of course/study programme developments in which the applicant has participated
  - Student-active learning
  - Student evaluation
  - Learning in digital environments/learning technology
  - A text that deals with completed colleague supervision
  - Development of learning resources
  - Development of didactic teaching material
  - Practical follow-up
  - Internationalisation
  - Assessment
  - Simulation

The folder shall have a scope of up to 4,000-5,000 words.

#### **Description of educational CV**

Applicants shall provide an overview of the relevant educational activities in which they have participated. Examples of relevant work to include in a CV are:

- Diplomas/course certificates from courses on university and college pedagogy or other relevant formal pedagogical education related to higher education
- Academic and pedagogical dissemination in different arenas
- Various teaching-related R&D work such as reports/articles/books
- Academic thesis supervision
- Grading work
- Participation in developing course plans
- Practice-oriented development work
- Commission work
- Educational management
- Quality development of study programmes and courses
- Practical supervision

This list is not exhaustive.

## Documentation requirements for professorships

The criteria for being promoted to a professorship are based on the requirements stipulated for associate professors. Educational competence shall be documented in two components.

- Educational folder
- Educational CV

### Description of educational folder

The purpose of the folder is to allow applicants to show and explain their choices in respect of tuition and learning and it is based on the requirements stipulated for associate professors. According to the regulations, the documentation in the educational folder shall be organised under the three sections described below. Each of these three parts shall refer to documentation in the applicant's educational CV.

#### I. Quality development in one's own tuition and supervision over time

Developments over time can be described in prose form with references to one's own teaching practice from a "before and now" perspective, relating to 2-3 selected focus areas. For example, this might relate to how the applicant has developed the use of student-active work methods, supervision methods and/or the use of digital tools. The text must show systematic progress in the applicant's development and refer to attached teaching plans, work requirements, instructions for student activity or similar material in the educational CV.

#### II. Broad experience in respect of supervision, preferably at Master's/ PhD level

Applicants should refer to different combinations of supervisory work in terms of both cycle level and scope. When it comes to broad experience related to supervision, experience at Master's or PhD level is desirable, and faculty and subject-specific conditions will play a major role in this respect. With the college's focus on work and professions, it is particularly relevant to place emphasis on supervision experience that extends beyond traditional text-oriented methods. Relevant experience in this respect could include documented colleague supervision, practical supervision, supervision of practitioners and supervision work relating to new employees.

#### III. Participation in the development of educational quality in academic communities

In this section, it will be relevant to include course and study programme responsibilities, as well as collegiate cooperation on the revision of study programmes, colleague supervision activities, the development of new courses and study programmes, educational management, cooperation with working life/practice and periodic evaluation, etc. Applicants shall show how their own efforts have contributed towards systematic and collective quality development in the academic community.

### Description of educational CV

Applicants shall provide an overview of the relevant educational activities in which they have participated. Examples of relevant work to include in a CV are:

- Diplomas/course certificates from courses on university and college pedagogy or other relevant formal pedagogical education related to higher education
- Academic and pedagogical dissemination in different arenas
- Various teaching-related R&D work such as reports/articles/books
- Academic thesis supervision
- Grading work
- Participation in developing course plans
- Practice-oriented development work
- Commission work
- Educational management
- Quality development of study programmes and courses
- Practical supervision

This list is not exhaustive.