Call for proposals

Teaching Fellow Programme 2017
1 October 2016

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1. Teaching Fellow Programme

Introduction

Utrecht University is starting a new Teaching Fellow Programme. Aim of the programme is to strengthen educational leadership within the university and to increase the number of professors with a special focus on education. With programme Utrecht University wants to reward good teaching and learning and stress the fact that career advancement is also possible through excellence in teaching (and not only through excellence in research). The programme also aims to promote innovation in teaching and learning and to increase the overall quality of education. Teaching Fellows will play a key role in improving teaching and learning at Utrecht University. They will be an inspiration to their colleagues.

Structure of the programme

The Teaching Fellow programme is a selective programme in which Teaching Fellows spend two days a week (0.4 FTE) working on an educational innovation project, either within a faculty (across multiple degree programmes) or university-wide. The Fellow will take a scholarly approach and will, during the course of the fellowship, broaden his/her knowledge of the field of education. In addition, Fellows will play an active role in faculty development. The duration of the fellowship is flexible, ranging from three to five years depending on the seniority of the candidate, to be reviewed by the selection committee (see also paragraph 4).

Teaching Fellows will remain active within teaching and research at their faculty. Active dispersion of findings and insights is an important part of the fellowship. Successful completion of the programme will culminate in a nomination for a position as professor with a special emphasis on education, in accordance with the applicable policy for the appointment of professors.

Appointment

Fellows will be appointed as a Senior Lecturer for 0.8-1.0 FTE. At their appointment agreements will be made as to what conditions will have to be met in order to be appointed to a professorship after 3 to 5 years. A development assessment may be part of the procedure. The Fellow is or will be appointed within a faculty. 0.4 FTE of their position will be funded by the Executive Board of Utrecht University.

Roles and responsibilities associated with the appointment

During the period of their fellowship, the Fellow will be active in teaching, research and educational innovation. The Dean and Fellow will make agreements about their involvement in teaching and research and the ways in which his/her performance will be assessed. The Fellow is requested to draw up a work plan covering the duration of the Programme (0.4 FTE). This plan shall describe the activities that will be undertaken each year, including results on which the Fellow will be evaluated annually. This evaluation will cover at least:

a) the results of the education innovation project executed by the Fellow;
b) educational research done by the Fellow and/or dissemination activities such as contributions to (inter)national conferences and/or publications in peer-reviewed journals;
c) the role of the Fellow as an initiator/promoter of educational innovation within his faculty;
d) contributions of the Fellow to training sessions/workshops/literature discussions on educational leadership/teaching scholarship;
e) contributions to meetings with other Fellows;
f) involvement with faculty development: supervising/coaching participants in the Educational Leadership programme.

**Grant**

The candidate will receive a €10,000 grant, which they can spend on the educational innovation project they will undertake and on their own development (courses, training, workshops, etc).

**External orientation/time spent abroad**

The Teaching Fellows will have the opportunity to familiarise themselves with developments outside of Utrecht University for instance by visiting universities abroad. Fellows are expected to actively share their experiences about new concepts on teaching and learning at foreign institutions with colleagues. Travel and accommodation expenses will be covered by funds from the grant.

**Supervision**

The Centre for Academic Teaching (to be established in the course of 2017) will provide support activities for the Fellows: peer review, workshops, and collective/individual development. In addition, the Fellow will be coached by a mentor, chosen from one of the current professors with a special focus on education.

**Annual review**

The fellow will be assessed annually. He will have a yearly performance and development interview with the Dean of the Faculty and the Director of the Centre for Academic Teaching. This interview will be based on 360-degree feedback. Assessments may also be part of this annual review.

**Final assessment**

The programme will end after 3 to 5 years. Successful completion of the programme will lead to a nomination for a position as professor with a special emphasis on education, in accordance with the applicable policy for the appointment of professors.

A positive final assessment will be awarded if the Fellow can demonstrate that he/she:

- has highly-developed didactic and leadership skills, and has been able to successfully realise educational innovation well beyond the boundaries of his/her own degree programme and/or faculty;
- can reflect on his/her educational innovations in a scholarly way, and has made a serious contribution to the debate on education/educational policy;
- has insight in the political/administrative context in which he/she is operating (at both faculty and university levels) and the ability to play an effective role in this context;
- is capable of contributing to the debate on educational policy at a national and international level.

**Prospects for the future**

At the end of the programme the candidate can with his professorship join an existing research group or be put in charge of a research group of his own. In the latter case, they could either take up a chair in their own field of expertise, or a chair focussing on the scholarship of teaching in their specific field of expertise. The candidate will likely be appointed to key positions within their faculty, such as Director of Education, Director of an Undergraduate or Graduate School, Vice-Dean of Education or Dean.
2. Guidelines for applications

2.1 Who can submit?

The programme is open to candidates from within and outside Utrecht University. Applications can only be nominated by one of the deans at Utrecht University. That is important because deans will have to support the appointment of the Teaching Fellow, the educational innovation project they are planning to undertake and the possible future nomination for a professorship.

The nominated candidate:

- is an excellent lecturer who already has demonstrated a nascent leadership and has the potential to grow into one of Utrecht University’s uncontested educational leaders and, in doing so can make substantial contributions to the improvement of teaching and learning at both the faculty and the university level;
- has completed the Educational Leadership programme, and holds the Senior Teaching Qualification (or equivalent competencies, in the case of candidates from outside Utrecht University). The Senior Teaching Qualification indicates that the candidate already has a clear vision on university education, has in-depth knowledge of his/her field of expertise and its wider context, has a broad knowledge and experience of various educational concepts, experience in education innovation on a scale that transcends individual courses, and leadership qualities when it comes to implementing educational innovation, at the programme, faculty and/or university level;
- is publishing in his/her field of expertise at a level at least on a par with his/her peers.

2.2 When can applications be made?

The deadline for submitting an application is 15 November 2016, 14:00.

2.3 How can applications be made?

The application (in English) consists of three parts:

1. a portfolio by the candidate (max 8 A4), comprising:
   a. a cover letter in which the candidate explains his/her motivation.
   b. the candidate’s CV, showing that they have met the admission requirements
      - Basic Teaching Qualification (BKO) and Senior Teaching Qualification (SKO);
      - completed Educational Leadership qualification (or equivalent competencies).
   c. evidence of achieving excellence in teaching and learning, based on past performance:
      - the ability to direct the provision and organisation of education and the implementation of educational innovation at programme and/or faculty level;
      - teaching evaluations in which the candidates have consistently received above-average ratings compared to colleagues and peers;
      - in-depth expertise in their own specialist field, and insight into the broader context;
      - experience with (successful) developing educational innovation on a level that transcends that of individual courses
   d. a clear and inspiring and well founded vision of education and educational development;
   e. evidence of a research performance which is at the least, on a par with those of his/her peers:
      - an overview of publications and other research achievements.
2. **a description of the educational innovation project** (max 2 A4) which the candidate will be completing in the course of the programme. This description must include a clear problem, description of the envisioned results, an action plan (incl. timeframes), possible risks that could affect the project, and plans for the dissemination of findings (including interim findings).

3. **nomination by the Dean** (max 2 A4), including:
   a. a guarantee for funding of the candidate’s appointment for 0.4-0.6 FTE;
   b. a guarantee that the candidate will be appointed as professor after successful completion of the Teaching Fellow Programme;
   c. support for the completion of the educational innovation project;
   d. substantiation of the candidate’s 'future potential', i.e. why they can be expected, in the future, to:
      - become an important strategic player when it comes to educational policy at Utrecht University;
      - become a recognised expert in the field of educational development;
      - make a contribution, to the debate on educational policy at a national and international level.
4. Assessment procedure

4.1 Selection committee

The Executive Board has appointed a selection committee which will review the applications. The committee will review the candidates’ applications based on the criteria listed above, and will make a substantiated recommendation to the Executive Board. On the basis of the committee’s recommendation, the Executive Board will appoint a maximum of five Teaching Fellows per year.

4.2 Formal eligibility criteria

To be eligible for admission to the assessment procedure, each application must meet a number of criteria, as described below. All applications will first be reviewed by the Academic Affairs Office to ensure that these criteria have been met:

- the application must have been submitted by a dean at Utrecht University;
- the application must have been submitted on time (no later than 14:00 on 15 November);
- the application must be complete (see paragraph 2.3);
- the application must be in English.

4.3 Timeframe

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1 October 2016</td>
<td>Publication of call for proposals</td>
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<tr>
<td>15 November 2016</td>
<td>Application deadline</td>
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<tr>
<td>10 December 2016</td>
<td>Committee recommends candidates</td>
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<tr>
<td>20 December 2016</td>
<td>Executive Board makes decision on appointment of Teaching Fellows</td>
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<tr>
<td>1 January 2017</td>
<td>Teaching Fellows are appointed</td>
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Contact details and other information

For more information about the Teaching Fellow Programme and questions about the application procedure, please contact:

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