

# ACADEMIC FRAMEWORK BASIC TEACHING QUALIFICATION LEIDEN UNIVERSITY 2012

## 1. Basic Teaching Qualification

The Basic Teaching Qualification (BKO) consists of the skills which every teacher at Leiden University must have mastered in order to teach well. The BKO is the starting point for teachers' permanent professional development. For colleagues who are teaching or about to start teaching in English, the Basic Qualification in English Proficiency (BKE) is added to the BKO. The former Basic Qualification in English, which was set by the Executive Board and which applies to both new and existing personnel, has been integrated into this Framework.

## 2. BKO track and certificate

The BKO track is made up of the intake, the BKO portfolio, the assessment and, if necessary, further training.

Following a positive assessment of the BKO dossier, the assessment committee advises the Dean of the faculty to award the BKO certificate, which is signed by the Dean and the Vice-Rector Magnificus.

On the basis of the national 'Mutual Recognition of the BKO' agreement, Leiden University recognises BKO certificates awarded by the other Dutch universities.

The track for the Basic Qualification in English Proficiency consists of a test, followed by further training, if necessary, and finally an assessment to determine whether the required level has been reached by the end of the course.

If appropriate, a separate certificate is awarded for the BKE. This certificate is added to the BKO portfolio.

## 3. Learning outcomes and test sources

The learning outcomes for the BKO and the BKE are outlined in the attached learning outcomes matrix. The faculty specifies these criteria and the test sources specific to the faculty in its implementation regulation for the BKO.

## 4. Intake

Every BKO candidate attends an intake meeting. This meeting is intended, in light of the learning outcomes of the BKO, to assess the previous education and experience of the teacher in relation to the tasks he or she will be required to undertake. The intake is organised either directly by the assessment committee or under its authority. The intake meeting also determines whether the candidate has to meet the requirements for the BKE.

## **5. Assessment committee: members and methods**

The Faculty Board puts together an assessment committee to arrange the BKO testing. The assessment committee is made up of at least three members with an outstanding reputation in the field of academic teaching. If desired, an expert adviser on teaching may be added to the committee. The assessment committee's methods are laid out in the faculty's implementation regulations. In the event of a difference of opinion about the BKO, the decision rests with the Dean of the faculty .

## **6. Support**

If it is decided on the basis of the intake that further training is necessary, an experienced colleague will be assigned to support the BKO candidate as a mentor. The ICLON also offers training in the academic BKO, and in addition the faculties themselves may organise specific professional development activities for teachers.

## **7. Training plan**

If it is decided on the basis of the intake that further training is necessary, the BKO candidate arranges a training plan in collaboration with the mentor. The plan is approved by the assessment committee.

The track to obtaining the BKO consists of basic teacher training, self-study, the compilation of a BKO portfolio under the supervision of the mentor and the compilation of a reflective report on the teaching carried out by the candidate. The training lasts a maximum of two years. The planning of the training will take account of the contractual obligations of the candidate. The training plan will in general terms relate to the teaching for which the candidate will be responsible.

If required, the candidate undertakes training for the BKE as well as following the BKO training plan.

## **8. Target group**

The BKO track is open to all academic staff at Leiden.

As of 1 September 2012, the BKO track is mandatory for all teachers, lecturers, associate professors and professors who have a contract for 0.5 FTE or more and who have been employed at the university for at least one year.

Once it has been determined that a candidate is to follow the BKO track, he or she is expected to acquire the certificate within two years. .

For new staff, the BKO certificate is one of the criteria for consideration for permanent employment as a teacher, lecturer, associate professor or

professor. In those instances where a teacher, lecturer, associate professor or professor is to be appointed immediately to a permanent position, the assessment committee first carries out a BKO assessment and reports the findings to the advisory committee responsible for the appointment.

For temporary positions, a written agreement is made at the start of the contract, specifying the period within which the BKO certificate must be achieved.

The Faculty Board may define the target group more specifically in the faculty implementation regulations, for example on the basis of the starting date or duration of the contract, on the understanding that participation in the BKO track is mandatory for temporary staff who have been employed by the university for a year or more and who have a contract for 0.5 FTE or more.

## **9. Assessment and BKO portfolio**

The assessment committee determines whether the requirements for the BKO have been met on the basis of a BKO portfolio compiled by the candidate. In the event that the assessment committee does not consider the BKO portfolio to be satisfactory, its members will specify the areas requiring further work. The BKO portfolio should contain in any event: student evaluations from the courses taught by the BKO candidate; the evaluation of the courses by the candidate's manager; the BKO candidate's reflection on his/her qualities as a teacher in relation to the BKO's learning outcomes; and, if applicable, the advice of the mentor. The assessment committee considers the various elements of the BKO portfolio when assessing the candidate.

## **10. Result and Development (R&D) Interview**

The development agreements relating to the BKO are set out in the R&D cycle, with reference to the training plan.

## **11. Faculty implementation regulations**

Each Faculty Board establishes a set of regulations on how the BKO will be implemented within the faculty, in the context of further specifying the Academic Framework.

The regulations include in any event the following items:

- The composition of the assessment committee
- The methods of the assessment committee
- Who is responsible for the intake procedure
- The allocation of the mentor
- The faculty's implementation of the BKO evaluation criteria
- The test sources
- The requirements for the BKO portfolio
- Faculty policy regarding the target group
- The financial assistance available for the BKO and how BKO candidates can request this

The BKO implementation regulations require the approval of the Executive Board. The Board verifies that the rules are comprehensive and that they comply with the substantive requirements laid out in the Academic Framework with reference to the assessment committee, procedure and evaluation criteria.

## **12. Accountability in the faculty annual report**

In their annual reports, each Faculty Board reports on the implementation of the BKO within its faculty.

The report includes in any event the following items :

- The number of assessment committee meetings
- The number of BKO candidates in the reporting year
- The number of approved BKO portfolios and the number of certificates awarded in the reporting year
- An evaluation of the support facilities for the BKO track
- Faculty policy regarding the target group