

Enclosure 2: Matrix for Evaluating the University Portfolio/Teaching and Supervision

Instructions:

- The whole university portfolio should be 7-10 sides plus enclosures (among others list of publications and research plan)
- The weighing for the different parts and within the parts is decided according to the type of employment and employing department.
- The weighing is determined before declaring a position open.

	POOR	SATISFACTORY	GOOD	EXCELLENT	WEIGHING ALL THE PORTFOLIO'S PARTS + WEIGHING WITHIN THE PARTS RESPECTIVE The weighing is decided depending on the type of employment and by the employing department
RESEARCH AND SCIENTIFIC ACTIVITY					
TEACHING AND SUPERVISING					
EDUCATIONAL TRAINING	The person has not studied pedagogy at all. The person has not participated in pedagogical further education.	The person has 5 study points in pedagogy (equivalent of 5 ECTS credits). The person has participated in pedagogical further education to some extent.	The person has 6-25 study points in pedagogy. The person is actively taking part in pedagogical further education and/or the pedagogical development is documented.	The person has over 25 study points in pedagogy. He/she is actively taking part in further education and has taken part in different types of learning activities. The pedagogical development is systematically documented and indicates continuous development.	
TEACHING EXPERIENCE	The person has either no or has very little experience of teaching at university or college level.	The person has some experience of teaching at university or college level.	The person has experience of different teaching forms and student groups in the field in question and at different levels (basic, intermediate, advanced, researcher level).	The person has extensive experience of teaching the particular subject at every university/college level and has experience of many different ways of teaching and student groups in this teaching.	
EXPERIENCE OF SUPERVISING EXAMINATION	The person has either no or has very little experience of supervising college/university level examinations.	The person has some experience of supervising college/university level examinations.	The person has experience of supervising examinations in this subject at university level.	The person has extensive and many years of experience of supervising examinations in the field at all levels of university or college education.	

PRODUCTION OF TEACHING MATERIALS (Ability to develop and use teaching materials or to develop teaching material based on his/her own research)	The person has no documentation of having developed course material.	The person has documentation of some course material that he/she has developed.	The person produces his/her course material and the material used in the courses develops from year to year.	The person produces different kinds of course material of high quality. The material has been published and used by others.	
USE OF IT APPLICATIONS IN TEACHING	The person does not use IT applications in teaching.	The person seldom uses IT applications in teaching.	The person uses IT applications in teaching in an efficient way.	The person uses IT applications in teaching in a varied and efficient way and also actively follows the development in the field.	
PARTICIPATION IN EVALUATION AND PEDAGOGICAL DEVELOPMENT IN BASIC AND RESEARCHER EDUCATION	No documentation of the person taking part in activities, working groups or committees related to developing teaching or education.	Some documentation on the person developing the teaching within his/her own field.	The person has taken part in activities, projects, working groups and committees related to developing teaching or education.	The person has taken part in many activities, projects, working groups and committees related to both developing teaching and education.	
SELF-EVALUATION, COURSE EVALUATION, DISTINCTION AND OTHER QUALITY FOLLOW-UP	The person has no documented course evaluations or other proof of having been evaluated in his/her teaching or supervision.	The person has some documented course evaluations and/or other proof of having been evaluated in his/her teaching or supervision.	The person has course evaluations for a major part of his/her teaching and some proof of other evaluation (evaluation by colleagues, self-evaluation and distinctions) of teaching and supervision. The documentation shows proof of how feed-back is used to develop teaching.	The person has course evaluations for a major part of his/her teaching and proof of evaluation by colleagues, self-evaluation, and possible distinctions for teaching or supervision. The documentation shows proof of how feed-back is used to develop teaching and demonstrates positive development.	
EXPERIENCE OF INTERNATIONAL COOPERATION IN TEACHING	The person has not participated in international cooperation in teaching or supervision.	The person has some experience of international cooperation in teaching or supervision.	The person has experience of international cooperation in teaching and supervision within his/her field.	The person has an extensive and diverse international cooperation network within teaching and supervision and has actively taken part in international teaching assignments.	

OTHER TEACHING MERITS	The documentation shows no further educational merits.	The person has experience of teaching at basic and intermediate level. The person has some other educational merits.	The person has a lot of experience of teaching at basic and intermediate level. The person has many other educational merits.	The person has many other pedagogical merits. The person works with recruiting students and with alumni, and has also given presentations at pedagogical seminars and conferences.	
ADMINISTRATION, POSITONS OF TRUST AND LEADERSHIP					
SOCIAL ASSIGNMENTS					