

PROCEDURE FOR ASSESSMENT AND RECOGNITION OF QUALIFICATIONS IN TEACHING AND LEARNING IN HIGHER EDUCATION

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Decision maker	Vice-Chancellor
Responsible body	Unit for Pedagogical Development and Interactive Learning
Date of decision	22 June 2015 Review carried out in spring semester 2021.
Period of validity	Until further notice
Summary	This Procedure for assessment and recognition of qualifications in teaching and learning in higher education is to be used when the employer considers whether a teacher or a supervisor in postgraduate programmes who has not undergone the university teaching staff training courses have equivalent qualifications.

Procedure for assessment and recognition of qualifications in teaching and learning in higher education

This is a translated version of the Swedish original. In case of differences between the Swedish version and the English translation, the Swedish original shall prevail.

When assessing the qualifications in teaching and learning in higher education of teaching staff and supervisors in relation to the University of Gothenburg's courses in teaching and learning in higher education, the following applies:

- The Dean informs the heads of department in the Faculty of what applies for the assessment and recognition of qualifications in teaching and learning in higher education, and the Dean is also responsible for ensuring that such assessments are offered to teaching staff.
- This assessment takes place when a teacher is recruited or promoted in accordance with the University's Appointments Procedure.
- The head of department, or person appointed by the head of department, approves an assessment of qualifications in teaching and learning in higher education being conducted.
- The assessment is drafted in a reliable way by the Academic Appointments Board or person appointed by the Dean.
- The outcome of the assessment forms the basis of the Dean's decision regarding the extent to which the assessed teacher's or supervisor's qualifications correspond to the University's requirements for courses in teaching and learning in higher education or equivalent.
- The Dean's decision is documented using the form for this purpose which can be downloaded from the Staff Portal.
- The completed and signed form is submitted to the payroll administrator responsible for this information being transferred to the University's HR management system.
- If justified by an employed teacher's qualifications in the area of teaching and learning in higher education having been supplemented, and where the request is supported by the teacher's head of department, a new assessment may be conducted.
- The information from the HR management system is automatically transferred to the University's data warehouse, from which HR staff at the departments can read information about the teacher's qualifications in teaching and learning in higher education, including their teaching qualifications as well as documented qualifications after a completed assessment.
- The PIL unit is responsible for informing staff about the University's instructions for the assessment and recognition of qualifications in teaching and learning in higher education (<http://www.pil.gu.se/resurser/meriter>).