

# Teaching Skills Assessment in Appointment Procedures

## Aims

- To make **teaching quality** visible
- To increase the **status** of teaching in appointment procedures
- To gain an insight into the **teaching skills** of applicants

The **Teaching Skills Assessment (TSA)** has been developed in order to make teaching quality visible in the context of appointment procedures. The procedure has several parts (checkboxes to illustrate teaching skills and lecture) and makes use of specific criteria to gain an understanding of the didactic skills of teachers. The procedure aims to give teaching a higher status in appointment procedures, ensuring that both teaching and research competences are taken into account. It will make it possible to gain an insight into the teaching skills of the applicants.

## Procedure

### I. Preparation

- If necessary, the **Centre for Teaching Competence (CTC)**, in German: Zentrum für Lehrkompetenz or ZLK) will introduce the TSA to the Appointments Committee (AC, in German: Berufungskommission or BK).
- The AC **takes the decision to integrate the TSA** into the appointment procedure. The procedure described here can be adapted by the AC, depending on what is needed when deciding on the particular appointment.
- The Committee informs the **Office of the Senate** ([buero.senat@uni-graz.at](mailto:buero.senat@uni-graz.at)) and the **CTC** ([zlk@uni-graz.at](mailto:zlk@uni-graz.at)) of its decision to include a TSA.
- In the AC meeting, at least one member with **experience in university didactics** will be allocated who, together with a person **unconnected to the committee who also has experience in university didactics** (selected from a group of people suggested by the departments), will particularly focus on the didactic and methodical skills of the applicant.
  - The person with experience in university didactics must have at least 5 years of teaching experience and a habilitation.

- In the committee, the person with experience in university didactics unconnected to the committee functions as an informant without voting rights. He/she is entitled to speak and to give a report.
- ➔ In the meeting, the AC decides which of the **checkboxes** are of relevance (see USB stick). The checkboxes are provided by the CTC and will be adapted according to the needs of the AC, which were clarified during a discussion in the AC.
- ➔ The TSA will be taken into account when writing the **offer**. The section referring to the TSA can be written by the CTC if needed.
- ➔ The **checkboxes** and information about the **lecture** will be sent to the applicant invited to hold an appointment lecture and/or provided in electronic form.

## II. Implementation of the Procedure (Model Procedure)

- ➔ The **checkboxes** that have been returned to the AC are read by the AC and assessed with the support of the people with experience in university didactics.
  - The CLC provides the AC with an **evaluation catalogue** (USB stick), allowing the committee to qualitatively analyse the information received.
- ➔ After the appointment lecture, the applicant has the opportunity to hold a **30-minute lecture** in front of committee members, students and teachers. The topic of the demonstration lesson can be freely selected. It is recommended that the applicant focus on an introductory field to make it possible to provide an insight into their teaching skills.
- ➔ After the **lecture**, the *people with experience in university didactics* assess the teaching skills of the lecturer. A discussion with students is also planned for.
  - The CLC provides an **evaluation sheet** (USB stick) to help with the evaluation.
  - All other committee members also have the opportunity to fill out the evaluation sheet.
- ➔ As was previously the case, the **appointment interview** provides the opportunity to discuss the teaching philosophy of the applicant in more detail.
- ➔ In the next AC meeting, the *people with experience in didactics* provide a **written statement within which the applicant's teaching skills are assessed**. The AC is provided with a copy of the statement.
- ➔ The summary of the checkboxes, the lecture and the statement provided by the people with experience in university didactics make it possible for the AC to assess the teaching skills of the applicant. The summary can also help in creating a **shortlist of three candidates** for selection.
- ➔ The statement on the teaching skills of the applicant, provided by the people with experience in didactics, is included in the minutes.

### III. Important Information

- ➔ The **Rectorate** recommends undertaking a TSA.
- ➔ The additional demonstration lesson can cause the applicant's stay to be lengthened. For this reason, the Rectorate will provide additional money **for travel and accommodation expenses** resulting from the TSA. €100 will be provided for travel within Austria and a lump sum of €600 will be provided for travel from abroad.

### IV. Documents and Templates Provided

The AC has been provided with a USB stick, where the following documents and templates can be found:

- ➔ Process diagram
- ➔ Checkboxes
- ➔ Evaluation catalogue – checkboxes
- ➔ Evaluation sheet – lecture