

Conditions for the BKO dossier

This document provides information on exemptions, the BKO procedure and (especially) the composition of the file. The implementation regulation has also been made available via the website and may provide additional information. In case of questions, the secretary of the BKO committee can be contacted at BKO@fsw.leidenuniv.nl.

Exemptions

- In the BKO regulations, a distinction is drawn between *beginning* and *experienced* lecturers.

Beginning lecturers are those who have not built up a teaching CV prior to taking up their appointment at the FSW. PhD candidates whose position includes a small teaching component are classified as beginning lecturers unless they have already amassed considerable experience in a previous position.

The term *experienced lecturer* is applied to the group of lecturers who, on taking up their position at the FSW, have already amassed a considerable CV in academic teaching.

Both groups are required to put together a dossier, but the experienced lectures may be exempted from participation in the BKO training programme.

- To request exemption from the BKO training programme, the lecturer should submit a motivated request (in the required format) to the BKO Assessment Committee (BKO@fsw.leidenuniv.nl). This request should include the lecturer's teaching cv and evidence of their teaching experience and quality (including student evaluation forms and, for example, similar certificates to the BKO). The format for exemptions is available on the website.

Procedure

- To assist lecturers in putting together their BKO dossier, a sample dossier is available on the website (in Word format).
- Before putting together their dossier, the lecturer should attend an intake interview with the secretary of the BKO Assessment Committee. The instructor can schedule an intake at BKO@fsw.leidenuniv.nl.
- The dossier should be sent to the secretary digitally, in MS Word format. The evaluations per teaching component should be saved in pdf format and enclosed with the draft dossier.
 - Beginning lecturers may submit a draft dossier once they have taken at least 3 modules of the BKO training programme.
- The definitive dossier should be signed by the lecturer's immediate manager before it is discussed by the BKO Assessment Committee.

Conditions for the BKO dossier

The BKO dossier (max. 20 pages) is based on courses taught, either individually or jointly, by the candidate. The dossier contains the following items:

1. Description of courses taught by the candidate (individually or jointly).

- 1.1. The guideline is that the candidate should include three courses or other teaching components.

Exception: experienced lecturers who have been exempted from participation in the training programme must include a minimum of four courses or other teaching components (dossier max. 25 pages).

- 1.2. The dossier should demonstrate the full range of the lecturer's teaching experience. 'Range of teaching experience' is taken to mean: A) varying didactic methods, such as lectures, seminars, , and individual supervision; B) teaching at varying levels.

Ad A. Didactic methods: The dossier should demonstrate the use of at least two didactic methods (i.e. not content): 1. Lecture/seminar (frontal education for group) and 2. individual supervision.

Lecture/seminar:

- Content: domain-specific knowledge transfer (this does not include, for example, an instructional session explaining how to write an internship/thesis report)
- The instructor has had a role in the development of the lecture/seminar
- The component has a substantial duration (not fifteen minutes, but at least an hour). Student questions / short film clips / voting boxes etc. are allowed as part of the lecture.
- A minimum of two 1-hour lectures/seminars (each taught twice) are included in the dossier.

Ad B. Varying levels of teaching: this is taken to mean experience of teaching either in different years of the Bachelor's programme, or in both Bachelor's and Master's programmes.

- 1.3. On the basis of the BKO dossier, the Assessment Committee will assess the candidate's teaching competence in line with the Final Attainment Objectives of the Basic University Teaching Qualification (UTQ/BKO) of Leiden University, taking into account the teaching duties the candidate will undertake in the near future.

The courses or other teaching components included in the dossier should, if possible, relate to recent teaching experience. Ideally, they should be two consecutive evaluations of the same course (e.g. a dossier contains a course description with corresponding student evaluations from the 2019-2020 and 2020-2021 academic years). However, it is also possible that the evaluations were administered to different student populations, in similar courses (e.g. a dossier contains two course descriptions of similar courses that took place in the first semester of 2020-2021, a student evaluation is included with both courses).

2. Objectives and content of the course or teaching component

The objectives and content of the course or teaching component are generally described in the prospectus and may be copied into the file in full or in part.

3. Design of the course or teaching component

In this section the candidate should discuss how the course or teaching component is structured. If the candidate was not involved in designing the course, concise general information will be sufficient.

4. Teaching settings and methods

In this section the candidate briefly describes what teaching methods are used in the course, how many sessions take place for each method, and what the candidate's own role is in the course is.

5. Description of the teaching materials and assignments

- 5.1. In this section the candidate should focus on how the transfer of knowledge, skills, and insight takes place within the course or other teaching component. The candidate should concisely describe (in max. 100 words for each course or other teaching

component included in the dossier) the teaching materials used, the manner of assessment, and the interim and concluding assignments.

5.2. These teaching materials, assessments, and assignments are not included in the dossier.

6. Candidate's tasks

In this section the candidate should briefly describe how their role as a lecturer in this course or teaching component demonstrates the required didactic methods (large- or small-scale lecture, seminar, and/or individual supervision). In this description the candidate should outline 1) the preparations made for this teaching component, 2) the strategy applied to motivate the students, and 3) the didactic concept(s) used. This outline should highlight how these three aspects relate to the learning objectives for the course. If the candidate is responsible for part of a lecture or lecture series, they should also make clear how this component relates to the whole, both in terms of content and in terms of its contribution to the realization of the learning objectives.

7. Student evaluations of the courses taught, individually or jointly, by the candidate

7.1. The evaluations included in the dossier must be clearly and unambiguously traceable to the candidate.

7.2. The anonymity of students is guaranteed in the submission and processing of evaluations that are included in the dossier.

7.3. The candidate should include evaluations from at least two occasions on which they has taught the course or other teaching component used for the dossier (preferably two successive occasions). In the case of thesis supervision, the candidate should include at least three individual evaluations, with the exception of experienced lecturers, who should include at least five individual evaluations for thesis supervision.

7.4. In the dossier, the candidate should quote the items from the evaluations that comment on the lecturer, their role in the course or other teaching component, and the aspect of knowledge transfer (approx. five items).

7.5. All evaluations referred to in the dossier should be sent in full (in pdf format) to the secretarial office of the BKO Examining Board.

Exception: in the event that an ICLON evaluation has not been administered due to circumstances, it is possible to submit a quantitative evaluation that is traceable to the instructor, guaranteeing student anonymity in submission and processing of the results.

8. Evaluative report

8.1. The evaluative report demonstrates the candidate's ability to reflect on their development in teaching (max. 400 words).

8.2. If the candidate wishes, they may indicate areas for attention in their future teaching.

9. English Language Test (Basiskwalificatie Engels, BKE)

All candidates who teach in English are required to pass the English language test. This requirement is waived in the case of candidates who hold a passport from an English-speaking country or who are in possession of a recognized equivalent certificate demonstrating their command of English at C1 level.

10. Training programme

Proof of the candidate's participation in the compulsory modules of the training programme should be appended to the dossier. The candidate should have taken at least three of the component modules before submitting their draft dossier to the BKO Secretary.

Exception: experienced lecturers may be exempted from taking these modules. In this case they should submit a more extensive dossier with evidence of prior teaching experience.