

Procedure STQ assessment committee.

Determined April 15, 2024

Start of new STQ round

The STQ Assessment Committee communicates about a new STQ round at the start in the following ways:

- Notice in the university newsletter
- Announcement toward the vice deans. They are asked to recruit STQ candidates within their own faculty.

The STQ Assessment Committee then provides an information session explaining the content and value of the STQ, as well as the process and timeline for acquiring the STQ.

Interested parties will receive an information package containing all relevant documents about the STQ upon request. The information is also available on the website: [Senior Teaching Qualification \(SKO\) - Leiden University \(universiteitleiden.nl\)](https://www.leidenuniv.nl/en/sko)

The STQ Assessment Committee makes use of a central email address: sko@llinc.leidenuniv.nl.

Process for acquiring the STQ

To acquire the STQ, a candidate goes through several stages.

Phase 1: STQ application:

A candidate applies for STQ by sending his/her teaching resume and an initial reflection on the first and fourth STQ criteria to sko@llinc.leidenuniv.nl. Assessment of the application proceeds as follows:

1. LLInC educational advisors formulate a preliminary advice for the STQ assessment committee.
2. Two members of the STQ Assessment Committee review the application.
3. Members of the STQ Assessment Committee never assess the application of a candidate they have an involvement with, like an immediate colleague, subordinate or supervisor.
4. The application will be discussed at the STQ committee meeting.
5. In case of a negative decision: a third committee member will check the application and – if opportune – references will be consulted. If necessary, the judgment will be revised based on this new information.
6. The chair ensures the congruence of the assessments and has the mandate to take the final decision. When the chair was the first assessor or has an involvement with the candidate, this role is assumed by the vice chair.
7. All candidates receive written feedback on their application. This feedback first contains the decision as to whether or not a candidate will be admitted to this STQ round. This decision is then explained in more detail. Candidates may request a verbal explanation by one of the committee members.

Phase 2: submit portfolio STQ

After a positive evaluation of the application, the candidate is given a number of months to complete the portfolio. During this period, the candidate can make use of inspiration sessions or individual coaching provided by an LLInC educational advisor. The STQ Assessment Committee strongly advises candidates to make use of this support.

The starting point for the assessment process is that candidates demonstrate both in the portfolio and in the interview that they meet the STQ criteria. The assessment process is as follows:

1. Formulation of questions to the portfolio by educational advisor of LLInC. If the advisor feels that the portfolio does not meet the requirements, the advisor indicates this.
2. Assessment of the portfolio by two members of the STQ Assessment Committee. If one member considers that the portfolio does not meet the requirements, the member indicates this.
3. Discussion of portfolio in committee meeting. The purpose of the discussion is to determine whether the portfolio meets the STQ criteria and to articulate questions for discussion with the candidate.
4. In case of doubts: the other committee members have the opportunity to review the relevant portfolios and give a written comment to the responsible committee members and the chair, within three working days after the meeting.
5. Interviews will be conducted with all STQ candidates. These interviews are conducted by two members of the committee. The members of the assessment committee make a report using a standard form. For each interview, one member is designated who is responsible for drafting the report and submitting it within one week to include it in the recommendation to the Executive Board.
6. In case of negative assessment of the portfolio:

If the members of the assessment committee assess the portfolio as unsatisfactory, the candidate will receive an announcement that the interview (see step 5) will be used to discuss doubts, provide feedback on the portfolio and advise on how to proceed. If after the interview doubts remain about granting the STQ, the assessment committee will take the following steps:

- a. The assessment committee consults references. The candidate is given the opportunity to provide (new) names of references at that time.
 - b. And/or an additional interview takes place between the candidate and another member of the assessment committee.
 - c. The decision on whether or not to issue a (provisional) negative recommendation regarding the granting of the STQ will take place in an extra meeting of the committee.
 - d. All committee members review the documents sent in advance (portfolio and reports of interviews with the candidate and any referees). The committee strives for consensus. The chair verifies that the assessments are congruent and has the mandate to determine the final judgment if consensus is not reached. If the chair has conducted the interview with the candidate, this role is assumed by the vice chair.
If the committee estimates that the candidate can submit a satisfactory portfolio within two weeks, arrangements are made to adjust the portfolio so that the candidate can still achieve his/her STQ in this round. The committee reassesses this portfolio and plans an interview about the portfolio (step 5).
7. Based on the reports, an advice is made to the Executive Board.

Phase 3: decision-making

The Executive Board decides on granting the STQ. The decision is communicated to the candidates in writing. If the decision is positive, the candidates receive a letter of explanation and a certificate. This is presented by the rector magnificus during a festive meeting. If the decision is negative, the candidates receive oral feedback from the committee and a decision from the Executive Board.