# Procedure for the Acquisition of Educational Qualifications at Umeå University

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1. **Description**

Umeå University has a model for the acquisition of educational qualifications meaning that teachers can apply for qualification in two consecutive levels: 1) recognised university teacher, and 2) distinguished university teacher.

This code of rules and procedures describes how university teachers apply for acquisition of educational qualifications. It also describes the process and decision-making steps for involved decision-making parties.

2. **Background**

The overall goal of Umeå University’s model for the acquisition of educational qualifications is to contribute to a continual improvement of the quality of education by:

- encouraging teachers to develop a high degree of educational expertise
- highlighting and rewarding a high degree of educational expertise in our teachers
- encouraging departments and faculties to foster good conditions for educational development
- clarifying criteria for the acquisition of educational qualifications, and
- assessing and rewarding this expertise, based on these criteria.

The model is made up of two levels, with a clear progression between the levels:

- Recognised university teacher (Level 1)
- Distinguished university teacher (Level 2)

*A recognised university teacher* is expected to have extensive teaching experience that goes beyond what is required for the employment of teaching staff at Umeå University. To come in question for a recognised university teacher qualification, focus lies on the teacher’s commitment and skills in planning, implementing, assessing, evaluating and developing the education, and meeting students.

*A distinguished university teacher* is expected to have teaching experience that goes beyond what is required for qualification as a recognised university teacher. To come in question for a distinguished university teacher qualification, focus lies on educational leadership and ability to disseminate knowledge.

Criteria for acquisition of educational qualifications can be found on the university’s intranet under *Acquisition of educational qualifications.*
3. Applying for acquisition of educational qualifications

Acquisition of educational qualifications is a two-step process. Only teachers who have previously been appointed as recognised university teachers may submit an application for appointment as a distinguished university teacher. The faculties make a joint call for applications twice a year and the last day to apply is usually in the middle of February and the middle of September.

3.1. Eligible applicants
To be eligible for application, the applicant must be employed as a teacher at Umeå University and have

- at least five (5) years of teaching experience at a higher education institution, corresponding to at least two years of full-time teaching
- education/competence in higher education that goes beyond what is required for the employment of teaching staff at Umeå University as stated in the appointments procedure.

3.2. Application
The application must consist of a main text including CV and a statement from the head of department or equivalent. The head of department’s statement only needs to certify the applicant’s qualifications, in accordance with point 3.1 above. The application must clearly pertain to the criteria specified for a recognised university teacher or a distinguished university teacher.

The main text may be a maximum of eight (8) pages of text, accompanied by a maximum of twelve (12) appendices.

The application is submitted via the e-recruitment system. Only complete applications will be sent for appraisal by an external expert.

More information can be found in the Instructions for applicants found on the university’s intranet under Acquisition of educational qualifications.

4. External experts
An application for appointment as a recognised university teacher is assessed by one (1) external educational expert. An application for appointment as a distinguished university teacher is assessed by two (2) external educational experts. If a model for acquisition of educational qualifications cannot be transferred with existing validation methods, expert advisers must be appointed to assess a validation. The dean of each faculty appoints such educational expert advisers. The Centre for Educational Development (UPL) should supply contact details to such expert advisers.

Expert advisers assess applicants’ educational expertise in accordance with set criteria.
5. The Pedagogical Qualification Board

The Pedagogical Qualification Board has a coordinating function, which includes ensuring that the different faculties make equivalent assessments of educational expertise. Responsibility for designing and adopting criteria for educational expertise rests with the Pedagogical Qualification Board. Based on the external experts’ assessments, the Board proposes a decision to the faculties (see further under section 6 below).

The chair of the Pedagogical Qualification Board is appointed by the Vice-Chancellor, and is normally a member of the University Management. The Board also consists of two representatives per faculty, appointed by their respective deans, and one representative from each of the three student unions. The Board co-opts an expert in educational matters and a secretary, who also administers the appointment, from the Centre for Educational Development, as well as an already appointed distinguished university teacher selected by the chair. If required, an expert adviser on employer issues can be co-opted from the Human Resources Office.

The term of office is four years and the Board convenes at least once per semester.

6. Processing at the faculty level

The faculty is responsible for providing information on the qualification model, and for processing and administrating incoming applications.

Below follows a description of the procedures for the faculty's processing of applications:

- The application is sent to the faculty via Umeå University’s e-recruitment system. The applicant is responsible for making sure that the documents are complete and that they comply with what is stated under point 3.2 above.
- The faculty registers and reports the matter to the Pedagogical Qualification Board.
- The dean appoints one or more external experts.
- The faculty sends the application and assessment guidelines to the external experts.
- The faculty ensures that the external experts’ statements are received within the required time period. External expert statements that are deemed insufficient as a basis for an appointment proposal can be sent back to the experts for clarification.
- The faculty prepares incoming documents. After presentation to the Pedagogical Qualification Board, the chair decides on the recommendation it will issue to the faculty concerning the appointment of recognised and distinguished university teacher.
- The dean makes a decision based on the Board’s recommendation. Before a decision is made by the dean, the applicant whose application is about to be rejected, must be given the opportunity from the faculty to withdraw their application. The decision cannot be appealed. The decision is to be registered at the faculty.
- The faculty dispatches the decision on appointment or rejection.
- The Centre for Educational Development coordinates information and a press release in dialogue with relevant faculties.
- The faculties ensure that certificates of the acquisition of educational qualifications are awarded the appointed teachers.
- The faculty is to process the salary adjustments in the administrative system Primula.
7. **Gender equality**

Appointments as well as distribution of external experts is to be continuously followed up from a gender equality perspective. An equal gender distribution must be strived for in the composition of the Board.

8. **Finance**

Teachers who are appointed as recognised or distinguished university teachers receive a salary increase applicable as of the month following their appointment. The size of the salary increase is set every fourth year by the Vice-Chancellor.

A fee is paid to external educational experts. This is the same for all faculties and is set by the Pedagogical Qualification Board. The fee to external experts is paid by the faculties. The costs pertaining to the Board’s administrative support and operational budget are funded centrally by the university.

9. **Other information**

Information on the qualification model, criteria, guidelines for educational portfolios, the link to the e-recruitment system, a list of appointed teachers, and information on the dates of meetings of the Pedagogical Qualification Board is available on the university’s intranet under *Acquisition of educational qualifications*.

The coordinator of the Board is responsible for making sure that university-wide information about the educational qualification model is up-to-date.

10. **Validation of other educational qualification models**

If a teacher has been appointed as a recognised or distinguished university teacher at another Swedish higher education institution, this assessment is normally to be accepted by Umeå University. A description of the system for acquisition of educational qualifications and a certificate of the achieved level are to be submitted via the e-recruitment system through calls that take place twice per year.

Teachers who have acquired an educational qualification from a foreign higher education institution can apply to have it validated at Umeå University. The Pedagogical Qualification Board carries out validation. Validation requires:

- a description of the system for educational qualifications and a certificate of achieved level
• supplementary account in cases where the model for acquisition of educational qualifications does not fully cover the criteria in question for appointment as a recognised university teachers or a distinguished university teachers at Umeå University.

• A certificate from head of department concerning eligibility according to paragraph 3.1 and a description of the teacher’s educational activities

• A CV focusing on assignments and experience of education.

Applications for validation are to be submitted via the e-recruitment system through calls that take place twice per year. Only complete applications will be taken into consideration.