

MPP DVIP POLICY 2022

During 2022 and 2023 MPP will implement CBS' policy for '[Managing Part-time Faculty at CBS](#)'. The MPP DVIP policy will therefore be continuously updated.

Management of DVIP

The formal responsibility of DVIPs lies with the Head of Department and is coordinated by the Vice Head of Department. At MPP the DVIPs are administered by the DVIP recruitment committee (Head of Department, Vice Head of Department, Head of Secretariat, Administrative officers responsible for DVIP employment, DVIP Coordinators and Academic Teaching Coordinators). These responsibilities include:

1. Recruitment and extensions of MPP's DVIPs
 - Employment and DVIP categories
 - Announcement and assessment
 - Extensions and permanent contracts
 - Documentation of pedagogical-didactical skills
2. Supporting and monitoring the development of MPP's DVIPs
 - Quality assurance of teaching and supervision of bachelor projects and master theses (such as review and follow up of evaluations and development talks)
 - Special approvals and supervision of exams
 - Integration into education and academic environment
 - Pedagogical-didactic qualifications
 - Control of teaching load/hours and CV/website updating

These tasks can be delegated to relevant parties (such as program directors, course coordinators, group leaders, DVIP persons).

DVIP Coordinators

The overall coordination of DVIPs is carried out by the DVIP Coordinators in close coordination with the Academic Teaching Coordinators. At MPP, there are two Academic Teaching Coordinators who also have the roles as DVIP Coordinators.

DVIP contact person

All DVIPs at MPP have been assigned a contact person ('DVIP buddy') at the Department. This is a senior faculty member, and typically the program or course coordinator where the DVIP has her/his main teaching commitment. The DVIP contact person is available for academic and pedagogical questions, including supervision and advice on theory and methodology in the specific projects/theses. The DVIP contact person follows up on the DVIP's teaching, qualifications and development as well as relevant integration activities (workshops, seminars, pedagogical initiatives).

27 January 2022

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1. Recruitment and extension of DVIPs

DVIP categories

MPP recruits DVIPs for three main activities, and subsequently employ DVIPs on three categories: External Lecturer (EL), Teaching Assistant (UA/TA) and Instructors (IN). The majority of DVIPs are ELs, which consists of two different competency profiles: a) academic staff from other universities and academics whose employment is solely or mainly based on part-time teaching; and b) practitioners from the public and private sector with an interest in teaching and supervising. MPP is also interested in – where relevant – recruiting graduates from the programs they are meant to teach or supervise in, ensuring a high degree of familiarity with curriculum, quality standards, and culture.

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Whether a candidate qualifies as an EL or UA can in some cases be difficult to delineate. As a general principle, MPP uses EL for classroom teaching (i.e. not only exercises or supervision) and supervision at bachelor level and—with special approval—master thesis level. An EL must have prior teaching experience and pedagogical qualifications and/or professional experience at a level that includes either managerial functions or qualified specialist functions. An EL is expected to assume a sizable commitment at the Department. MPP's aim is that ELs are connected to a specific program or large course.

The category UA is typically used for teaching tasks at elementary level, but may with the special approval from MPP/CBS Law supervise at bachelor level. An UA is generally used for smaller roles or commitments at the Department. In some cases, an UA also teaches or supervises on master's level (approval required, see below).

The third and smallest category of DVIPs at MPP are Instructors (IN). These are bachelor students, with a minimum of two years of study, or master students that perform smaller tasks, such as exercises.

Announcement and assessment

Recruitment of DVIP is normally initiated by the identification of a teaching need by program directors, line coordinators or course coordinators. However, every recruitment is administered and overseen by the DVIP committee. This is important to ensure quality of DVIPs as well as for the management of the VIP/DVIP ratio. The assessment of applicants is done by one chairperson, typically a permanent staff member appointed by the DVIP Coordinator or by the DVIP committee.

MPP prefers long-term commitment with DVIPs and strives towards either 3-year contracts based on open announcements or, in some cases, permanent contracts. This policy supports our DVIPs to gain long-term relationships with our permanent faculty and to embed our DVIPs in our research environments. In addition, it supports MPP's strategic development of our educational program and courses. However, in some cases MPP needs to act swiftly and

cover immediate and short-term needs (such as parental or sick-leave, cover for large research projects) in which cases MPP uses 1-year contracts.

Extensions and permanent contracts

Prolongation follows the same procedure as new recruitments in terms of assessment. The main differences are that a prolongation procedure includes a review of the teaching need in relation to VIP and DVIP at MPP, as well as an assessment of the DVIPs performance and engagement at MPP/CBS, including the DVIP's academic and/or professional development activities and their teaching portfolio. This review includes dialogue between the DVIP committee and relevant program directors or coordinators as well as the DVIP in question. Furthermore, the Head of Department/Director of CBS Law approves the extension. HoD/Director of Law receives the CV and teaching evaluations and the assessment and recommendation by the DVIP committee. This procedure ensures that MPP has the right amount of DVIPs with the highest level of teaching and supervisory quality.

For permanent positions, the preparation and initial assessment on departmental level follows the same procedure as for extensions. However, approval by the Dean of Education of the DVIP's competencies is required. The dean receives the CV, course evaluations for the past three years and a recommendation by head of department.

Documentation of pedagogical-didactical skills

During 2022 and 2023 on assessment of existing DVIPs' pedagogical skills will be made on rolling basis (for example during VIP-DVIP dialogue, in process of extensions and new recruitment). For new employment contracts, a plan will be made for when the new teacher will participate in the mandatory courses. It is the responsibility of the DVIP committee that such agreement is in place. The follow-up is made by the administrative officers responsible for DVIP employment.

2. Supporting and monitoring the development MPP's DVIPs

Quality assurance

The formal responsibility of quality assurance of pedagogical competences and development lies with the Head of Department and is coordinated by the Vice Head of Department and the DVIP and Academic Teaching Coordinators. Course evaluations are reviewed and followed up on a continuous basis, following the quarterly organization of the courses at CBS. The day-to-day quality assurance, such as pedagogical and curricula development, is delegated to relevant program directors, line coordinators and course coordinators, in liaison with the Vice Head of Department.

The course coordinator is always a VIP faculty, which means that the academic as well as pedagogical responsibility is maintained by MPP faculty. However, DVIPs participate on equal terms with faculty members in coordination meetings on the respective courses and projects etc. placed at the department, as a minimum, before the course starts up. Current practice involves continuous faculty planning meetings with both VIP and DVIP.

In addition, the DVIP contact person is available for questions regarding teaching and supervision and follows up on the DVIP's activities.

For permanent DVIPs the department (the DVIP coordinator or the DVIP contact person) conducts a status and development talk with the permanent DVIPs at least every three years. Depending on the DVIPs commitments at CBS, this can be an individual or group meeting, and it can either be a separate occasion or part of course planning and/or course evaluation follow-up. The DVIP committee should be notified of the result of the status and development talk.

Approval and supervision of examination and supervision

For an EL to supervise master's thesis departmental approval is required. An UA needs departmental approval for bachelor supervision, and approval by the Dean of Education for master's thesis supervision. Assessment of the qualifications is done by a relevant thesis course coordinator and/or a relevant program director. Approval is required by Head of Department (this can be delegated to Vice Head of Department or Academic Teaching Coordinators).

A VIP must be appointed to supervise exams conducted by an UA. It is the course coordinator's responsibility to either supervise or appoint another qualified VIP to do so. The DVIP contact person is available for academic and pedagogical questions, including supervision and advice on theory and methodology in the specific projects/theses.

Integration into education and academic environment

MPP strives to include the DVIPs in departmental activities where this is relevant for both parties. At times, this is challenging due to the nature of the employment as DVIPs all are part-time positions and DVIPs usually have their main commitments elsewhere. MPP's academic DVIPs are rather well embedded at least in the educational activities, such as pedagogical and curriculum development, and some are also integrated in the research activities. MPP's analysis shows that prior relationships with researchers at MPP, length of employment, and embeddedness in specific educational programs are factors that determine the integration of DVIPs at MPP. MPP is also committed to finding ways to include DVIPs that are from business communities or are otherwise less integrated, i.e. who are more difficult to reach and engage in academic development beyond the specific educational activities they are contracted to perform.

Department-specific information for DVIPs is made available by the department. For example, MPP has a specific DVIP email where relevant invitations are circulated, including the MPP newsletter and general seminars and events. Further, the new role and function of the DVIP contact person includes having a dialogue about integration activities.

Pedagogical-didactic qualifications

DVIPs at MPP are expected to successfully complete at least two pedagogical courses at CBS. As a minimum, a DVIP must take the mandatory course

‘Learning to teach’: When a new DVIP is hired, a plan will be made for when the teacher will take the course. For 3-year contracts, there is a deadline of 15 months after the date of employment. In addition, if a DVIP is expected to supervise on master’s level, it is a requirement to complete the course on master’s thesis supervision. If a DVIP will exclusively supervise, they are exempt for the taking the ‘Learning to teach course’. It is the DVIP committee that is responsible for monitoring the pedagogical qualifications, with support from HR and T&L.

Control of teaching load/hours and CV/website updating

It is the administrative officers responsible for DVIP employment who control work load and hours. This can be delegated to other administrative officers in the team. A project has been initiated to collect DVIPs’ short CVs, to use on the department’s website. These will be updated every third year in conjunction with extensions of contracts.

Last updated: 2022-01-27 by LO and HA.