

DVIP policy – Department of Operations Management

The Department of Operations Management (OM) has approximately 80 teaching assistants and external lecturers (DVIP). These constitute both a necessary and important part of OM: Both in terms of their direct contribution to teaching, supervision and examination but furthermore – and not less important – they strengthen the various study programs and the CBS students' relation to field practice and practitioners. Therefore, it is a priority to both recruit top level DVIP and integrate these best possibly in the research and teaching environments. To make sure that the DVIPs are as competent as possible, it is important for OM that the DVIPs both participate in pedagogical development and also are kept up to date with recent research development at the department. To support this, OM has the functions and procedures below.

Recruitment

OM puts emphasis on matching the candidates' competencies with the research and teaching profile of the department.

- We value relevant professional experience at a high level, for example at managerial and/or specialist level.
- We value both high and relevant academic qualifications, for example a PhD degree, research experience, publication and teaching experience at higher education institutions.
- We value curiosity and drive to become a better teacher, for example by acknowledging a DVIP who participates in relevant courses, seminars etc. as offered by CBS and the department.

Extensions

Before a DVIP contract can be renewed the competencies of the particular DVIP must be evaluated. This is done by a senior VIP from the department. The Academic Teaching Coordinator / DVIP Coordinator (see below) is responsible, but the task can be delegated to other scientific staff at the department.

Points of contact

All teaching activities at OM is coordinated by the Teaching Coordination Committee, which supports the development of the strategic teaching goals of the department and CBS. This committee also discusses educational issues, including staffing, prioritization and development of the teaching portfolio at the department. As part of the committee, OM has appointed a senior scholar as Academic Teaching Coordinator / DVIP Coordinator. This coordinator is the formal contact point for all DVIPs at the department. However, the daily contact can be delegated to other scientific staff at the department, e.g. the relevant course coordinator at the department who then serves as “buddy” for the DVIP in terms of academic support in relation to teaching, supervision etc. Furthermore, the department administration also has dedicated personnel to support the DVIPs and answer relevant questions. In total, the individual DVIP has three points of contact: The Academic Teaching Coordinator / DVIP Coordinator, the relevant course coordinator and the administration.

Collaboration between VIPs and DVIPs

The department encourages collaboration between VIP and DVIP in for example co-teaching sessions and book projects. All DVIPs must participate in all teachers’ meetings led by the course responsible VIP. OM offers to the extent possible drop-in desk spaces for DVIPs.

Coordination between department and study program

The Head of Department and the Academic Teaching Coordinator / DVIP Coordinator hold recurring meetings with the Program Directors and Line Coordinators at the department, where the integration of DVIPs is discussed. Both the Head of Department and the Academic Teaching Coordinator / DVIP Coordinator are born members in the departmental Teaching Committee, where among other things, the integration and status of DVIPs are discussed frequently. The dedicated administration support is also a born member of the Teaching Committee.

Quality assurance and pedagogical development

Newly recruited DVIPs must attend the two-day course “Learning to teach” offered by CBS’ Teaching and Learning unit. DVIPs who supervise master’s theses (see below) are required to attend a course on supervision. Furthermore, a number of

non-mandatory pedagogical courses and webinars are available, and OM DVIPs are encouraged to attend these.

The department urges DVIPs to seek out and participate in relevant seminars and webinars offered by Teaching & Learning and provides them regularly with information about such seminars and webinars. Furthermore, DVIPs will be invited to relevant and dedicated workshops hosted either by the Department of Operations Management alone or co-hosted with other departments across CBS.

Every semester the Head of Department and the Academic Teaching Coordinator / DVIP Coordinator discuss the formal course evaluation for all DVIPs. The Academic Teaching Coordinator then has dialogues with the particular course coordinators about the evaluations and then there is a follow-up conversation with DVIPs. Any DVIPs with unsatisfactory evaluations will be offered supervision.

Every third year the Academic Teaching Coordinator ensures that competence development dialogues (Mini-MUS) with the permanent external lecturer are conducted. Part of this dialogue will be based on a short DVIP-written report on how they ensure to stay academically updated (i.e. participation in teachers' meetings, seminars, workshops, lectures, articles, media etc.). Based on this dialogue the Academic Teaching Coordinator will assess whether it is necessary to call for status meetings and follow-up.

Thesis supervision

Based on academic qualifications, external lecturers are allowed to supervise master's theses if they are approved to do so by the Academic Teaching Coordinator / DVIP Coordinator and the course responsible for the master's theses at the relevant study program. DVIPs who supervise master's theses can seek advice on theory and methodology with the relevant VIP coordinator or buddy, subsequently the Academic Teaching Coordinator / DVIP Coordinator.

If an external lecturer wishes to supervise a master's thesis from a program led by another department, he or she must apply for approval in advance by sending a request to the Academic Teaching Coordinator. Bachelor project supervisors are approved by the course coordinator at the relevant program.

Teaching Assistants and exams

When Teaching Assistants are examiners, necessary supervision will be offered. The Academic Teaching Coordinator / DVIP Coordinator is responsible, but the task can be delegated to other scientific staff at the department.

Website and Curriculum Vitae (CV)

All DVIPs are listed on the [departmental website](#). On this website a short CV and photo is the minimum requirement. Furthermore, the CV must be updated every third year to reflect changes in experience, competencies and areas of interest.

Department-specific information for DVIPs is made available by the department.