

APPROVED

by Order No. R-12 of 11 January 2023

of the Rector of Vilnius University

(wording of Order No. R-47 of 26 January 2024

of the Rector of Vilnius University)

GUIDELINES FOR EVALUATING THE PEDAGOGICAL COMPETENCIES

1. The guidelines for evaluating the pedagogical competencies (hereinafter the ‘Guidelines’) are a methodological tool for persons participating in the competition for the position of a member of the teaching staff, lecturers who are subject to performance evaluation or certification (hereinafter collectively the ‘persons being evaluated’), which sets out the information for the evaluation of the level of their pedagogical competencies and for the recruiting/certification commissions of the core academic units and the Central Recruiting Commission (hereinafter collectively the ‘commissions’) of Vilnius University (hereinafter the ‘University’) carrying out the evaluation of the pedagogical competencies and the level thereof of the evaluated persons, in accordance with the Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification approved by Resolution of the Senate of Vilnius University No. S-2018-12-4 of 20 November 2018 “On the Approval of the Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification” (as subsequently amended) (hereinafter the ‘Regulations’).

2. The commissions, in evaluating the pedagogical competencies of the persons being evaluated, shall follow the information on pedagogical competencies and the criteria for determining their level set out in Annex 6 to the Regulations, as well as the criteria for evaluating pedagogical competencies set out in Annex 5 to the Regulations.

3. The level of pedagogical competency of the person being evaluated is determined by the method of holistic evaluation of pedagogical activities and their results, on which the person being evaluated provides information by filling in the Description of Academic Activities form (hereinafter the ‘Description of Activities’) provided in Annex 1 to the Regulations. For the detailed evaluation of the pedagogical competencies of the person being evaluated, it is recommended to use the information contained in the following sections of the Description of Activities: ‘Pedagogical Competencies’, ‘Other Academic and Social Activities’, and ‘Action Plan’.

4. The Description of Activities specifies the mandatory information to be provided by the persons being evaluated on their pedagogical, organisation of studies, and teaching and learning expert activities carried out during the term of office or other period indicated by the Regulations; however, it is necessary to take into account that not all the persons being evaluated perform or can perform all the activities listed in the Description of Activities (e.g. participation in the work of study programme committees, educational expert activities, etc.). For this reason, the information provided by the person being evaluated is categorised as follows: mandatory and provided according to the factual situation. The compliance of pedagogical competencies with satisfactory level requirements shall be determined by assessing the mandatory information. The information provided according to the factual situation is intended to supplement the mandatory information, and the absence of the former does not constitute an appropriate reason for determining the lack of compliance with a satisfactory level of competencies. Persons being evaluated may also provide additional information on pedagogical activities which is only to be used to evaluate compliance with a higher than satisfactory level of pedagogical competencies.

5. Annex to the Guidelines specifies what information on pedagogical activities provided by the person being evaluated allows for evaluating their pedagogical competencies and in what manner.

6. All information submitted for the evaluation may be provided to the commissions in writing or made accessible via interactive links, including the institutional profile of the researcher.

SOURCES OF INFORMATION PROVING PEDAGOGICAL COMPETENCIES

Section of the Description of Activities	Activities that indicate pedagogical competencies	Information provided for the evaluation
1. Pedagogical competencies	1.1. Reflection on practice in teaching and supervising students	<p>Mandatory information: answers to the reference questions based on your teaching practice (up to 750 words):</p> <ul style="list-style-type: none"> - What teaching objectives do you set for yourself and what student skills do you aim to develop? - Which presumptions about teaching and learning do you use in selecting teaching objectives and methods? - How do you select specific study and assessment methods? - Which study and assessment methods do you usually use in your course units? - Do you try to ensure research-based teaching and learning, and if so – how? - What type of feedback do you use and how do you use it to assess the efficiency of the teaching methods used? - What are your strong points as a teacher? <p>Additional information for evaluating competencies of higher than satisfactory level: the person being evaluated shall provide at least one description of their teaching practice case (up to 500 words) in any of the following topics:</p> <ul style="list-style-type: none"> - using feedback to improve teaching; - encouraging student involvement through methods of active teaching and learning; - harnessing the cultural diversity of students when working with international student groups; - implementation of a pedagogical scenario designed for working with students of different levels of skills; - the case of the use of information technology to promote effective learning and teaching.

	<p>1.2. List of the course units taught over the last five years, indicating institutions, years, study programme cycles and the language of instruction (with active links to electronic courses in the virtual learning environment of Vilnius University (hereinafter the ‘University’))</p>	<p>Mandatory information to be provided only by the external candidates.</p>
	<p>1.3. Up to five of the best, including award-winning or otherwise recognised, student final theses (final projects) produced under your supervision within the last five years, listed by study cycles</p>	<p>Mandatory information: up to five of the best, including award-winning or otherwise recognised, student final theses (final projects) produced under your supervision, listed by study cycles</p> <p>Additional information for evaluating competencies of higher than satisfactory level: the person being evaluated shall optionally provide:</p> <ul style="list-style-type: none"> - a list of publications prepared with students; - a list of carried-out research that included students; - other examples of supervising student work.
	<p>1.4. A list of pedagogical competencies training attended during the last five years</p>	<p>Mandatory information: a list of attended pedagogical competencies training.</p> <p>Additional information for evaluating competencies of higher than satisfactory level: the person being evaluated shall provide at least one description of a good practice case of teaching and learning (up to 500 words) in any of the following topics:</p> <ul style="list-style-type: none"> - sharing your good practice of teaching and learning with colleagues; - presentations given or trainings conducted on teaching and learning topics; - a list of publications of pedagogical practice research carried out and/or results of such research; - list of cases of mentoring fellow members of the teaching staff or feedback on the mentoring by the person being evaluated.
	<p>1.5. Descriptions of the course units taught over the last five years or links to their electronic versions (for new teachers – concept(s) of the course unit(s) planned to be taught)</p>	<p>Mandatory information: descriptions of course units (modules) or links to them.</p> <p>Additional information for evaluating competencies of higher than satisfactory level: pedagogical scenario/plan of one class for achieving a combination of specific learning outcomes, teaching and learning, and assessment methods (up to 500 words).</p>

	1.6. Teaching and methodological material developed over the last five years and freely accessible to students	Mandatory information: list of textbooks and other educational and methodological materials with links to open access information repositories.
	1.7. Participation in the work of study programme committees over the last 5 years	According to the factual situation, information is provided on: - heading or participating in the study programme committee(s); - heading or participating in study field evaluation or self-evaluation groups; - heading or participating in development groups for study programmes intended to be implemented.
	1.8. Educational expert activities carried out over the last 5 years	According to the factual situation, information is provided on: - involvement in the implementation of institutional and interinstitutional initiatives for the development of studies; - an expert role in the implementation of the national education policy; - participation in the activities on external evaluation of higher education quality.
	1.9. Other information testifying to pedagogical experience and useful for evaluating competencies	Information on other teaching and learning, study organisation, and educational expert activities to be provided according to the factual situation.
	1.10. Information on the results of student surveys	Mandatory information: provided by the Study Quality and Development Division of the Central Administration of the University (if the person being evaluated has not worked at the University before, they can provide the results of student surveys on the subjects taught at another higher education institution)
2. Other academic and social activities over the last five years	2.1. Education, science and arts dissemination activities for the general public	Information on membership in expert or professional organisations, associations, or networks dedicated to the development of teaching and learning, and the participation in their management to be provided according to the factual situation,
	2.2. Work in management or self-governance bodies, committees, commissions, or working groups at the institutions	Information on the management or participation in groups, committees, or commissions of the organisation of studies or quality assurance in studies at the University or other higher education institution to be provided according to the factual situation.
	2.3. Other relevant information	According to the factual situation, information is provided on: - teaching recognition or awards at the University and beyond; - other certifications of recognition for teaching.
3. Action plan	3.1. Objectives for improving pedagogical competencies for	Mandatory information: a plan for the improvement of pedagogical competencies (i.e.

	the term of office/until the next certification	participation in pedagogical competencies training, application of new teaching and learning methods in personal teaching practice, updating the course units (modules) taught, preparation of textbooks and other new teaching and methodological materials, etc.).
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