

Concept Lectureship program for doctoral students

Promotion of early stage researchers for the obtainment and advancement of teaching competences for doctoral students

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1 Aims of the program

The program addresses all doctoral students, whose stage of dissertation is advanced and, who aspire a career as a university-lecturer. In the frame of this two-semester program scientifically qualified persons, with no or even little teaching experience, are gaining theoretical and practical knowledge and competences needed for research-led and student-centered academic teaching. Moreover a continuing process of selfreflection and further development of teaching practices ought to be initiated. After the successful completion of the program the certificates will be awarded. The program serves to promote young academics and offers doctoral students the opportunity to acquire a key qualification for their academic careers. In terms of content, this program is intended to promote particularly innovative teaching by doctoral students. In addition, elements of mentoring are also offered within the framework of the lectureship program.

2 Duration an extent

The program is intended for the duration of one academic year. In the first semester, the selected participants receive a teaching lectureship (2 lit. d hours) for a co-teaching in a scientific course. This course is taught by an experienced doctoral supervisor who acts as a mentor in the program and accompanies the participants through the program. In addition to teaching, the participants complete courses e.g. teaching in higher education, research funding, scientific research methods, and administrative tasks of teaching staff. After successfully completing the first semester, the participants are assigned to teach independently in the second semester for a 2-hour academic course (2 lit. b hours), while the mentors are available to answer any questions the participants may have. There are also two peer group meetings, a presentation meeting and a feedback session.

3 Application requirements

- Doctoral study at the Academy of Fine Arts Vienna as of the third semester (upon application) (prior to the third semester only by confirming an advanced dissertation by the supervisor)
- Dissertation Agreement or PhD-Project Agreement handed in on time (within the first year of study according to the curriculum)

In the case of an deadline extension for submission of the Dissertation Agreement by the vice-rector for art | teaching, the mail of approval is also needed.

4 Necessary documents

- Curriculum vitae
- Actual confirmation of enrolment
- Dissertation Agreement / PhD Project Agreement (incl. Exposé)
- Letter of motivation
- Confirmation of the mentor that there is the possibility for co-teaching in the 1st semester of the program and that she_he is available for discussing any up-coming questions during the 2nd semester.
- Letter of recommendation from the supervisor (if not identical with the mentor).
- Preliminary teaching concept for the independent scientific-theoretical course in the 2nd semester including the following details: content / type (everything is possible except "VO"-Lecture)/ previous knowledge expected / objective (expected results of study and acquired competences) / teaching and learning method / recommended reading (see point 5)

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5 Teaching concept

With the application, the doctoral students submit a preliminary teaching concept for a scientific-theoretical course that they intend to teach independently in the second semester of the program. This can be both a (elective-) compulsory subject of a curriculum or a free subject. In any case, the reference between the planned course and a curriculum offered at the Academy (with the exception of doctoral studies) must be made in the application. The concept should be further developed and finalised in the first semester in exchange with the mentor and within the framework of the courses. It serves as a basis for the independent teaching in the second semester and is to be submitted in accordance with the specified fields in *AkademieOnline*: Content, course type (all except VO are possible), objectives (expected learning outcomes and acquired competences), expected knowledge of the participants, prerequisites, assessment scheme, teaching and learning methods, recommended literature, etc.). The course can be held in German or English.

6 Assessment criteria

- Formal completeness of the application documents
 - Quality of the teaching concept (excluding artistic courses)
 - Scientific quality of the dissertation according to the exposé (Dissertation Agreement or PhD Project Agreement)
 - Progress of the dissertation according to the letter of recommendation
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7 Selection of applications

The process of selection will proceed in two stages: the vice-rectorate for art and teaching examines the application based on formal criteria (fulfilling the application requirements, the completeness of the documents). If a final selection is necessary due to the limited number of participants in the program, it will be made by the respective heads of the institutes with possible involvement of the relevant curriculum commission.

8 Theoretical part / courses

The participation in the following courses are obligatory:

- Introduction to higher education
- Introduction to Art | Research | Support
- Scientific research – offers of the library
- *AkademieOnline* and examination management for teaching staff

The participation in the following courses are optional:

- Introduction to moodle
- Woman promotion / discrimination protection

For the completion of the courses knowledge of the German language is needed. In exceptional cases courses may be completed at the University of Vienna.

9 Practical part / teaching

- Co-teaching / assistance in a scientific course of the mentor in the extent of 2 weekly semester hours (winter semester)
- Independent scientific/theoretical course in the extent of 2 weekly semester hours (summer semester)
- Regular feedback and discussions with the mentors

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- Participation in two Peer Group Meetings (November and May)
 - Participation in the presentation meeting (January)
 - Short presentation of the dissertation project
 - Experiences with the Co-teaching
 - Plan for the independent scientific/theoretical course
 - Feedbackround (concerning further development of the program)
 - Final meeting and awarding of the certificates
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10 Interim evaluation

At the end of the first semester the interim evaluation takes place. The successful evaluation is required for the independent course in the second semester. The basis is:

- the finalized teaching concept of the participants,
- the interim report of the participants,
- the successful attendance of the courses and meetings, as well as
- the interim report of the mentor, which also has to include the responses of the students.

The vice-rectorate for art and teaching examines the fulfillment of the formal criteria of the interim evaluation. Afterwards the participants receive their contract for the summer semester.

11 Role of the mentors

All professors and habilitated staff with a scientific *venia* may act as mentors. The mentors agree on the co-teaching together with the participants in their course, they support the young colleagues in finalising their teaching concept and guide them towards independent teaching. At the end of the first semester the mentors write a short interim report, also considering the feedback from the students on the mentees. In the second semester, when the doctoral students are already teaching independently, the mentors continue to be available to their mentees with their advice. As a supportive measure, the lectureship program regularly offers coaching sessions for the mentors, which serve to prepare them for this function and to continuously reflect on their roles.

12 Feedbackround

After the completion of the program all participants (doctoral students, mentors, course teachers) are asked for their feedback. Based on that, the program will be adapted and further developed for the next call.

13 Financial terms

In the first semester the participants receive a lectureship for 2 lit. d-hours (based on the current collective agreement rates for lecturers) and, after the positive completion of the interim evaluation a lectureship for the second semester for 2 lit. d-hours (based on the current collective agreement rates for lecturers).

The teaching lectureships for the doctoral students are independent of the regular budget for external teaching. This does not result in additional costs for the institutes, but rather the opportunity to either offer courses that are in particularly high demand twice in one semester or to offer additional free subjects or particularly innovative teaching.

14 Contact and information

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