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| C:\Users\sks330\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\UV7XMELY\Logo SBE.jpg | SBE Teaching Dossier  |
| Employee's name |  |
| Head of department’s name |  |
| Date of assessment |  |
| The teaching dossier provides a description and evaluation of teaching activities carried out over the last two years. The evaluation is supported by relevant documentation. Student evaluations, the evaluation of the Director of Studies, formal qualifications and the staff member’s own teaching CV must be included as attachments. A summary of the information sources that may be added can be found at the end of the dossier. There is also an explanation of the overall evaluation: Very Good; Good; Satisfactory; Almost satisfactory; unsatisfactory |

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| **Description of activities in teaching and education.**Generally speaking, only activities that have had a duration of 50 hours or more over the last two years will be mentioned individually. |

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| **Teaching Activity 1** |  |
| **Number of hours** |  |
| **Assessment** | **Very good** | **Good** | **Satisfactory** | **Almost satisfactory** | **Unsatisfactory** |
| **Students evaluation** | □ | □ | □ | □ | □ |
| **Evaluation of institution** | □ | □ | □ | □ | □ |
| Description of activity and explanation of evaluation with reference to relevant attachments. |

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| **Teaching Activity 2** |  |
| **Number of hours** |  |
| **Assessment** | **Very good** | **Good** | **Satisfactory** | **Almost satisfactory** | **Unsatisfactory** |
| **Students evaluation** | □ | □ | □ | □ | □ |
| **Evaluation of institution** | □ | □ | □ | □ | □ |
| Description of activity and explanation of evaluation with reference to relevant attachments. |

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| **Teaching Activity 3** |  |
| **Number of hours** |  |
| **Assessment** | **Very good** | **Good** | **Satisfactory** | **Almost satisfactory** | **Unsatisfactory** |
| **Students evaluation** | □ | □ | □ | □ | □ |
| **Evaluation of institution** | □ | □ | □ | □ | □ |
| Description of activity and explanation of evaluation with reference to relevant attachments. |

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| **Teaching Activity 4** |  |
| **Number of hours** |  |
| **Assessment** | **Very good** | **Good** | **Satisfactory** | **Almost satisfactory** | **Unsatisfactory** |
| **Students evaluation** | □ | □ | □ | □ | □ |
| **Evaluation of institution** | □ | □ | □ | □ | □ |
| Description of activity and explanation of evaluation with reference to relevant attachments. |

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| **Teaching Activity 5** |  |
| **Number of hours** |  |
| **Assessment** | **Very good** | **Good** | **Satisfactory** | **Almost satisfactory** | **Unsatisfactory** |
| **Students evaluation** | □ | □ | □ | □ | □ |
| **Evaluation of institution** | □ | □ | □ | □ | □ |
| Description of activity and explanation of evaluation with reference to relevant attachments. |

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| **Attachments to teaching dossier** |
| **Required attachments:**- Evaluation of Programme Director- Student evaluations - Formal qualifications (BKO, SKO, LOL) - Teaching CV of the staff member in which he/she provides information about: - His/her contribution to educational innovation and development- His/her contributions to educational innovation at the level of subject, programme or faculty- His/her participation in cross-curricular activities such as information, tutoring, committees- How he/she has addressed the faculty's vision on education in specific terms- Quality assurance in relation to his/her examinations (test matrix, examination matrix, results analysis, pass rates)**In addition, the following information may be included to illustrate the activities associated with the evaluation and its substantiation:**- Course materials- Lecturer evaluations; evaluation by colleagues- Reports of the Programme Committee- Test evaluations of the Examination Board- Evaluation of the faculty office (timely delivery, processing inspection, etc.)- Information on additional skills development- Documented evaluation of activities as coordinator / programme director or specialization, - Documented evaluation of activities as teaching coordinator within a department - Documentation regarding maintenance of contacts with educational institutions abroad- Documentation regarding promoting international exchange for lecturers and students - Documentation regarding initiatives for international accreditation or recognition of study results- Support for colleagues (covering during sick leave, etc.)- Maintenance of relations with alumni- Involvement of relevant professional field in teaching and education (case studies, assignments, guest speakers)- Initiatives to monitor and improve the employability of graduates- Development of third-party funded education / contribution to executive education- Contribution to executive education**International standards**- Author of a (leading) textbook for the international market- Regular appearance as a guest speaker outside the academic world on the basis of educational expertise- Membership of relevant policy advisory committees- Membership of inspection committees (education) |

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| **Explanation of overall evaluation** |
| **Very good** | Performance is clearly distinctive. This overall evaluation requires a convincing descriptive analysis and documentation that includes clear evidence of excellence. |
| **Good** | Performance in one-off tasks is above average or, in repeated tasks, easily satisfactory and often well above average. This overall evaluation is documented with material from a range of sources. |
| **Satisfactory** | Performance is adequate. Results are in line with those expected of a well-functioning teaching staff member and do not exceed this level on a regular basis. |
| **Almost satisfactory** | Performance in some areas regularly falls below the required standard. Improvement and development is desirable and is considered possible. |
| **Unsatisfactory** | Performance falls below the required standard and is unsatisfactory. |