

Lectureship program for doctoral students

Promotion of early-stage researchers for the obtainment and advancement of teaching competencies for doctoral students of the Academy of Fine Arts Vienna

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1 Aims of the program

The program addresses all doctoral students whose dissertation stage is advanced and who aspire to a career as a university lecturer. In this two-semester program, scientifically qualified persons with little or no teaching experience are gaining theoretical and practical knowledge and competencies needed for research-led and student-centered academic teaching. Moreover, a continuing process of self-reflection and further development of teaching practices ought to be initiated. After the successful completion of the program, the certificates will be awarded. The program promotes young academics and offers doctoral students the opportunity to acquire key academic career qualifications. 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 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 must 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) (before 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 a 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 to discuss any upcoming 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 competencies) / teaching and learning method / recommended reading (see point 5)

5 Teaching concept

With the application, the doctoral students submit a preliminary teaching concept for a scientific-theoretical course they intend to teach independently in the program's second semester. This can be both an (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 (except doctoral studies) must be made in the application. The concept should be further developed and finalized in the first semester in exchange with the mentor and within the framework of the courses. It serves as a basis for 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 competencies), 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 vice-rectorate for art and teaching examines the application based on formal criteria (fulfilling the application requirements and the completeness of the documents).

If a final selection is necessary due to the limited number of participants in the program:

The Academy of Fine Arts Vienna aims to increase the representation of women and strongly encourages applications from qualified women. In addition, promising and motivated but socially disadvantaged doctoral students from third countries are given priority in the program.

8 Theoretical part / courses

The participation in the following courses is obligatory:

- Introduction to higher education
- Introduction to Art | Research | Support
- Scientific research – offers of the library

The participation in the following courses is optional:

- Introduction to Moodle
- Women promotion/discrimination protection

To complete the courses, knowledge of the German language is needed. In exceptional cases, courses may be offered in English language.

9 Practical part / teaching and meetings

Teaching:

- Co-teaching / assistance in a scientific course of the mentor to the extent of 2 weekly semester hours (winter semester)
- Independent scientific/theoretical course (seminar) in the extent of 2 weekly semester hours (summer semester)
- Course-Feedback on the independent seminar (see point 10)

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- Regular feedback and discussions with the mentors

Meetings:

- Participation in the Welcome Meeting (October)
 - Getting to know each other
 - Short presentation of the dissertation projects
- Participation in two Peer Group Meetings (November and May)
- Participation in the presentation meeting (January)
 - Experiences with the Co-teaching
 - Plan for the independent scientific/theoretical course
- Final meeting and awarding of the certificates and feedback round (concerning further development of the lectureship program)

10 Course-Feedback on the independent seminar

Course-Feedback is one of the main instruments to develop and enhance learning and teaching processes at the Academy of Fine Arts Vienna.

This tool provides lecturers with feedback on their courses from the student's perspective, intending to highlight not only the quality of teaching in general but also the quality of individual courses and of showing what students would like to have changed or improved. By the same token, the focus will be on what is helpful for and beneficial to students. Thus, we aim to strengthen the dialog between lecturers and students and to encourage both these groups involved in the process to act self-critically and to reflect on their actions.

The Department of Quality Development assists and advises you on any questions concerning the course-feedback (e.g., selecting a feedback method, formulating individual feedback questions, interpreting the feedback results, interpreting statistical values, and using the feedback results).

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11 Interim evaluation

At the end of the winter 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 students' responses.

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

12 Role of the mentors

All professors and habilitated staff with a scientific *venia* may act as mentors. The mentors agree on co-teaching with the participants in her_his course. They support their young colleagues in finalizing their teaching concepts and guide them toward 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 reflect on their roles continuously.

13 Feedback on the lectureship program

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

14 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 a lectureship for the second semester for 2 lit.b-hours (based on the current collective agreement rates for lecturers) after the positive completion of the interim evaluation. The teaching lectureships for 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.

15 Contact and information

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