

## EGB DVIP Policy

The DVIP strategy at EGB is inspired by previous INT and DBP strategy papers on DVIPs, and a paper from the Dean's office called '*Styrkelse af integration og monitorering af DVIP'ere på CBS*' as well as on a re-accreditation report from 2015, also from the Dean's office. In addition, we are responding to various material related to the current (2021) initiative aimed at improving DVIP quality.

The strategy is based on inputs from both VIPs and DVIPs<sup>1</sup>.

The strategy has been updated in December 2021 by the D-VIP coordinator, DERFA member, HoD and HoS.

### Recruitment and contract extensions

EGB currently (December 2021) has a list of about 20 DVIPs. We regularly make a critical assessment of this list to optimize in terms of relevance, quality and number. We recruit DVIPs in order to bring in expertise, rooted in either practice or academia, to enrich the education we offer to students. DVIPs are recruited via job adverts in order to staff a particular course in specific programs. We seek to limit short term (1 year) appointments in order to ensure a possible long term attachment of DVIPs. The assessment of candidates follows procedures as specified by CBS.

If we choose to make a contract extension the DVIP is evaluated not only by the DVIP coordinator but also by a senior scholar with relevance for the DVIPs teaching. In addition, the HoD examines relevant information about the DVIP before accepting the extension.

### Supervision and exams

It is our ambition moving forward that DVIPs who supervise bachelor- or master- theses have – or are close to obtaining – a PhD, in order to ensure quality in relation to both subject knowledge and methodology.

Generally speaking the DVIP coordinator is responsible for approving the DVIP's supervision qualifications. The DVIP coordinator's consent is needed if UAs supervise bachelor projects.

In special cases, typically if there is student demand and specific subject knowledge, EGB gives dispensation to UAs to supervise master theses. In these cases dispensation from the Dean of Education is needed.

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<sup>1</sup> A strategy committee has worked on the D-VIP strategy in 2020. It consisted of Michael Jakobsen (Chair), Birgitte Hertz (Program Coordinator), Edward Ashbee (Prof. MSO), Claudia Ciocan (DVIP) and Björn Preuss (DVIP)

The DVIP coordinator is responsible for coordinating and overseeing master theses supervision performed by DVIPs. This entails giving directions and discussing theory and methodology with the DVIP.

The DVIP coordinator is also responsible for supervising exams conducted by UAs. This means that the DVIP coordinator is available when and if the UA has queries and that the DVIP coordinator in collaboration with the course coordinator ensures that the UA is knowledgeable about relevant CBS and ministerial rules.

### **Primary DVIP contacts**

The DVIPs' designated contact person at the department is the DVIP coordinator. The DVIP coordinator recruits DVIPs, is responsible for quality assurance, conducts intro meetings and annual meetings and generally has a buddy function.

At the same time it is expected that the individual course coordinator is in contact on a continuing basis with the relevant DVIP(s) about how the course he or she is teaching relates to the other courses in the relevant program. This is to secure that the DVIP on a 1-1 basis can access the relevant and updated knowledge base of the course coordinator. Further, it is important to collaborate on the pedagogical development of the course.

### **One-to one conversations and group talks**

In order to upgrade and further integrate our DVIPs, we have implemented an annual, optional, one-to-one conversation between the DVIP coordinator and the individual DVIP (beginning in 2021).

The DVIP is asked to fill in a form prior to the meeting in order to qualify the discussion and in order for EGB to live up to demands relating to accreditations. The form e.g. covers participation in courses, seminars, teacher meetings and various other department activities. It also covers possible contributions to articles or other publications.

The key issues to be discussed during this meeting, that ideally should be held ultimo June, will revolve around how DVIPs have experienced their teaching and supervision during the previous two semesters. It is an appropriate opportunity to discuss what DVIPs lack in terms of upgrading and further integration into the department.

To make sure that all DVIPs have development talks, which are mandatory at least every 3 years, we also organize a group development talk with D-VIPs every third year. The D-VIP coordinator is responsible for organizing the talk.

### **Competence development**

In order to continue methods skills development, we are proactive in terms of competence development. We plan to organize 'on demand' workshops e.g. on theoretical modelling and research methodology, blended learning and other teaching techniques. However, as part of the central initiatives across CBS, it is expected that in future relevant workshops will be offered by

Teaching and Learning. EGB will generally encourage DVIP to participate in the workshops.

Besides workshops, we plan once a year to organize a DVIP session to initiate networking and knowledge sharing among DVIPs. Programme Directors could use the opportunity to present their programmes and possible teaching needs relevant for DVIPs. This would also be a good opportunity for integrating new DVIPs.

Workshops/meetings could be either physical or online depending on the situation.

The DERFA member will keep track of mandatory courses, and EGB encourages DVIPs to take mandatory courses as soon as possible after the commencement date.

### **Student evaluations**

The DVIP coordinator has access to all DVIP evaluations and is responsible for analyzing these and for consulting the relevant course coordinator and HoD in case of problematic cases.

Equally, The DVIP coordinator follows up directly with the DVIP in case of poor evaluations and oversees a personal development plan for the DVIP. This will often entail participation in course(s) offered by Teaching&Learning.

In serious cases the HoD will be involved.

### **Accessible information: CV updating and info targeted at DVIPs**

EGB updates DVIP CVs at least every 3 years. CVs will be available at the EGB Staff Homepage. The DVIP coordinator, with help from the DERFA member, is responsible for updating the CVs, i.e. recording the academic and/or professional development activities and updating the teaching portfolio.

The DVIPs have access to relevant DVIP info on a central site at cbs.dk as well as access to Teacher hub. Department specific info targeted at DVIPs is available at cbs.dk/egb and directs the DVIP to the cbs.dk site and teacher hub.

### **Recognition**

We acknowledge that a kind of recognition of doing a good job for the department and in the various teaching programs is important for the DVIPs. In order to show recognition and also to integrate and develop DVIPs, EGB encourages DVIPs to take part in various departmental activities such as strategy meetings, seminars, the summer party, the Christmas party, etc. By doing that, we make sure DVIPs know they are welcome to join the various events at EGB thus not only integrating them but also providing them with a sense of belonging.