

EGB DVIP Policy

Updated November 2024

Recruitment

EGB currently hosts around 15 DVIPs. We regularly make a critical assessment of our DVIP community 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.

Contract extensions

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 DVIP ´s teaching. In addition, the HoD examines relevant information about the DVIP before accepting the extension.

Supervision and exams

It is our ambition 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. We allow exceptions, following careful consideration.

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.

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 contact

The DVIP ´s primary academic contact person at the department is the DVIP coordinator. The DVIP coordinator recruits DVIPs, is responsible for quality assurance, conducts onboarding meetings and the mandatory development talks every 3rd year .

VIP Buddy

The teaching coordinator acts as the DVIP's designated VIP Buddy at the department. However, 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.

Mandatory development talks every 3rd year

The DVIP is asked to fill in a form prior to the development talk 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 will revolve around how DVIPs have experienced their teaching and supervision during the previous semesters. It is an appropriate opportunity to discuss what DVIPs lack in terms of upgrading and further integration into the department.

The D-VIP coordinator is responsible for organizing the talk.

Teaching skills and supervision skills

In order to continue methods skills development, EGB is proactive in terms of competence development. We encourage DVIPs to participate in relevant courses and workshops, organized by Educational Development and Quality.

We plan once a year to organize a DVIP meeting to initiate networking and knowledge sharing among DVIPs. Programme Directors can use the opportunity to present their programmes and possible teaching needs relevant for DVIPs. This is also be a good opportunity for integrating new DVIPs.

Meetings can be either physical or online depending on the situation.

The DERFA member keeps track of mandatory courses, and EGB encourages DVIPs to take the necessary 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 Educational Development and Quality.

In serious cases the HoD will be involved.

Accessible information: CV updating and info targeted at DVIPs

EGB updates DVIP CVs every 3 years. Short CVs are available at the EGB webpage. 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 CBSshare 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 CBSshare site and Teacher Hub on Canvas.

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 seminar and social event, the Christmas seminar and social event, 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.