

# UTQ Procedure New Teachers

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## Sign up via contact form

([https://www.utwente.nl/ces/celt/educational-staff-development/utq/contact\\_nieuw/](https://www.utwente.nl/ces/celt/educational-staff-development/utq/contact_nieuw/))  
This form will go to the secretariat and send on to an educational advisor of Educational Services.

If an exemption is requested, the teacher will contact the UTQ-coordinator

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## Teacher will be invited for an intake interview with an educational advisor

Prior to the intake interview the teacher:

- Reads UTQ manual
- Fills in Educational CV + Self Evaluation and sends it to educational advisor

3a

## Teacher will conduct an intake interview with an educational advisor

The following will be discussed:

- Educational CV and Self Evaluation
- Possible specific learning needs of teacher
- Intended start and end date
- UTQ plan of action
- Portfolio in Blackboard?

If the teacher wants to work with a Blackboard portfolio, a site will be made by the secretariat.

3b

## (optional) UTQ plan of action will be discussed

with:

- Teacher
- Educational advisor
- Faculty supervisor

The Intended start and end date will also be discussed

4

**Educational advisor sends an e-mail with the concise proposal to:**

- Teacher
- HR advisor
- Programme director
- Secretariat Educational Services (to put intended start and end date in Oracle)
- Managerial of teacher
- Faculty supervisor

5

**Teacher carries out the advised UTQ trajectory and asks for help from educational advisor, if needed.**

6

**Teacher submits completed portfolio to the educational advisor**

- Educational advisor gives advice about completeness portfolio
- Teacher requests written assessment via UTQ coordinator

7

**Written assessment**

UTQ-coordinator and secretariat plan and organize written assessment with:

- Independent educational advisor (1th assessor)
- Independent educational advisor (2th assessor)
- Programme director

8

**Rounding up, after a positive assessment**

Secretariat will take care of:

- Making the UTQ certificate
- Registration in Oracle
- Sending off the UTQ certificate and commentary

In the event of an insufficient assessment the programme director and the teacher will discuss the further approach to the UTQ trajectory to be adopted. Subsequently the teacher can reapply for an assessment.