



This is a convenience translation of the original German 'Ordnung der Akademie für Lehrentwicklung'. Only the original version published in the journal of legal notices of Friedrich Schiller University Jena (*Verkündungsblatt der Friedrich-Schiller-Universität Jena*) is legally binding. Any claims to rights or titles resulting from the English translation of these Regulations are expressly excluded.

**Regulations of the Academy for Teaching Development
of Friedrich Schiller University Jena
of 23 September 2020
(Journal of legal notices of Friedrich Schiller University Jena
(*Verkündungsblatt der Friedrich-Schiller-Universität Jena*) No. 6/2020, p. 148)**

Pursuant to Section 3 (1) of the Thuringian Higher Education Act (*Thüringer Hochschulgesetz*, ThürHG) of 10 May 2018 (published in the journal of legal notices of the Federal State of Thuringia GVBl 2018, p 149), last amended by Article 128 of the Act of 18 December 2018 (GVBl, p 731), Friedrich Schiller University Jena issues the following Regulations of the Academy for Teaching Development.

The Senate of Friedrich Schiller University Jena adopted the Regulations on 15 September 2020.

The President of Friedrich Schiller University Jena approved the Regulations on 23 September 2020.

**Section 1
Scope**

- (1) These Regulations lay down the rules relating to the organization of the Academy for Teaching Development (hereinafter referred to as 'ALe') of Friedrich Schiller University Jena (hereinafter referred to as 'University'),
- (2) The ALe is a central scientific institution of the University in accordance with section 42 subsection 1 sentence 1 ThürHG.

**Section 2
Remit**

¹The ALe shall primarily fulfil strategic tasks. ²In cooperation with the Vice-President for Learning and Teaching, the faculties and the Centre for Teacher Training, the ALe shall contribute to the further development of teaching and the promotion of teaching quality and shall support scientists and scholars in their role as teachers. ³In particular, it shall fulfil the following tasks:

- developing strategies and quality criteria for the organization of studies and teaching;
- creating impulses for didactic and curricular optimizations, e.g. by awarding grants in the field of teaching;
- recognizing and visualizing special achievements in university teaching, e.g. through the Teaching Award of Friedrich Schiller University Jena;
- creating communication spaces on the topic of studies and teaching to foster interdisciplinary understanding in matters of university teaching;
- advising the University management and, upon request, the Senate, the Supervisory Board, and the departments on strategically important issues of teaching in the fundamental matters of the organization and further development of teaching at the University.

Section 3



This is a convenience translation of the original German 'Ordnung der Akademie für Lehrentwicklung'. Only the original version published in the journal of legal notices of Friedrich Schiller University Jena (*Verkündungsblatt der Friedrich-Schiller-Universität Jena*) is legally binding. Any claims to rights or titles resulting from the English translation of these Regulations are expressly excluded.

Structure

- (1) ¹The ALe shall consist of a Panel of Experts and the ALe Office. ²It shall be possible to appoint an external scientific advisory board.
- (2) The ALe shall be managed by a Directorate; further details are regulated in sections 4 and 5
- (3) The work of the Directorate and the Scientific Director shall be supported by an Office headed by a Managing Director.
- (4) The ALe may adopt its own rules of procedure.

Section 4 Executive Board

- (1) ¹The ALe shall be managed by a Directorate. ²The Directorate shall be composed of the Scientific Director and up to two Deputy Directors. ³The members of the Directorate shall as a rule belong to the group of University lecturers. ⁴One deputy director may belong to the group of teaching associates.
- (2) ¹The Directorate with Scientific Director and Deputy(s) shall be proposed by the members of the Panel of Experts from among their number, including the Vice-President for Learning and Teaching, and shall be appointed by the University's Executive Board. ²The period of office shall be three years. ³The members shall be eligible for multiple re-election and re-appointment.
- (3) The Directorate shall decide on all matters of the ALe, unless the decision is assigned to the Panel of Experts or another body of the University.

Section 5 Scientific Director

- (1) ¹The Scientific Director shall convene the Directorate and the Panel of Experts. ²He or she shall represent the ALe within the University and externally, prepare and implement the decisions of the Directorate and the Panel of Experts. ³In addition, he or she shall manage the current business on his or her own responsibility and administer the staff positions, material resources and rooms allocated to the ALe, unless otherwise provided.
- (2) The Scientific Director shall be the superior of the full-time staff employed by the ALe.
- (3) In accordance with Section 8(7), the Scientific Director shall prepare the annual report on the management of the ALe and on all matters concerning the ALe for the University's Executive Board, Supervisory Board and Senate.



This is a convenience translation of the original German 'Ordnung der Akademie für Lehrentwicklung'. Only the original version published in the journal of legal notices of Friedrich Schiller University Jena (*Verkündungsblatt der Friedrich-Schiller-Universität Jena*) is legally binding. Any claims to rights or titles resulting from the English translation of these Regulations are expressly excluded.

Section 6 Members

- (1) Members of the ALe shall be the appointed members and deputy members of the Panel of Experts as well as the academic staff employed full-time in the ALe Office or assigned to the ALe.
- (2) Friedrich Schiller University's Teaching Award winners and former members of the Panel of Experts shall be honorary members of the ALe, provided they are not appointed or deputy members of the Panel.

Section 7 Panel of Experts

- (1) ¹The Panel of Experts shall advise the Executive Board and the decision-making bodies of the University on fundamental questions of teaching strategy and shall initiate and accompany teaching-related calls for proposals and discourse formats, which promote the further development of teaching. ²The composition of the Panel of Experts shall represent the range of subjects of the University and ensure an appropriate participation of men and women.
- (2) ¹The Panel of Experts shall consist of fourteen voting members representing the status groups in the field of university teaching:
 1. The Vice-President for Learning and Teaching.
 2. Six members from the group of University lecturers who have distinguished themselves through outstanding achievements in teaching. One of these members shall be a member of the Centre for Teacher Education and Educational Research. This member of the Panel of Experts shall be proposed by the Board of Directors of the Centre for Teacher Education and Educational Research.
 3. Three members from the group of teaching associates who have appropriate teaching experience and have distinguished themselves through outstanding teaching achievements.
 4. Three members from the group of students who have a special commitment to their studies and, if possible, initial teaching experience, e.g. from tutoring activities.
 5. One member from the group of non-scientific employees involved in teaching in the area of academic support.

²The Scientific Director shall chair the Panel of Experts.

- (3) The Faculty Councils shall propose persons to be appointed as members and deputy members of the Panel of Experts by the President in agreement with the Senate for a period of three years.
- (4) If members leave the Panel of Experts prematurely, a replacement shall be appointed from the respective status group in accordance with subsection 3 and in compliance with the principles of subsection 1, sentence 2.



This is a convenience translation of the original German 'Ordnung der Akademie für Lehrentwicklung'. Only the original version published in the journal of legal notices of Friedrich Schiller University Jena (*Verkündungsblatt der Friedrich-Schiller-Universität Jena*) is legally binding. Any claims to rights or titles resulting from the English translation of these Regulations are expressly excluded.

Section 8 Meetings of the Panel of Experts

- (1) ¹The Panel of Experts shall meet at least once per semester. ²The Scientific Director shall convene the meetings and chair them. ³All members and deputy members may attend the meetings. ⁴The Panel of Experts shall constitute a quorum if more than half of the voting members are present when resolutions are passed. ⁵Resolutions are passed by a majority of the members present. ⁶In the event of a tie, the Scientific Director shall have the casting vote.
- (2) ¹If an appointed member is unable to attend, an alternate member from the status group of the absent member shall exercise the voting right. ²At the beginning of the meeting the Chairperson shall determine which alternate member present shall exercise the voting right.
- (3) The Managing Director of the ALe shall attend the meetings of the Panel of Experts in an advisory capacity and with the right to speak.
- (4) Officers for Equality and Diversity or their representatives shall be invited to meetings with award decisions and shall have the right to propose motions and speak.
- (5) ¹The persons responsible for the Service Agency for Teaching and Learning as well as other staff members of the Office of the Vice-President for Learning and Teaching may participate in all meetings of the Panel of Experts with the right to speak. ²The Panel of Experts may also seek external advice on individual questions and decisions.
- (6) Consultation documents and minutes shall be sent to all members and deputy members.
- (7) At regular intervals, but at least once a year, the Panel of Experts shall inform the University's Executive Board, Senate and Supervisory Council about the activities of the ALe and exchange views on the further work of the ALe.

Section 9 Teaching Award and Promotion of Teaching Development

- (1) According to the resources available, the ALe shall support initiatives for the further development of teaching within the framework of competitive application procedures as well as the visualization of outstanding teaching achievements through the University's Teaching Award.
- (2) ¹The Panel of Experts shall be responsible for announcing and presenting the University's Teaching Award and development grants related to teaching. ²The Panel of Experts shall determine the procedure, focal points in terms of content, and assessment criteria of the application and selection procedures.
- (3) During their active membership, members and deputy members of the Panel of Experts may not submit applications within the framework of the ALe's competitive application procedures, nor may they submit their own nominations for the University's Teaching Award.
- (4) In the case of an apprehension of bias or a conflict of interest, the members concerned shall not participate in the decisions of the Panel of Experts.
- (5) Award-winning teaching concepts and teaching development projects selected for funding shall be presented to the University in a suitable form.

Section 10



This is a convenience translation of the original German 'Ordnung der Akademie für Lehrentwicklung'. Only the original version published in the journal of legal notices of Friedrich Schiller University Jena (*Verkündungsblatt der Friedrich-Schiller-Universität Jena*) is legally binding. Any claims to rights or titles resulting from the English translation of these Regulations are expressly excluded.

Cooperation within the University

- (1) In order to fulfil the tasks of the ALe, the Panel of Experts and the ALe Office shall cooperate intensively with other institutions of the University, in particular with the Office of the Vice-President for Learning and Teaching.
- (2) ¹The Service Centre for Higher Education Didactics (*LehreLernen*) shall exercise an advisory function in the Panel of Experts. ²In order to promote teaching competences, it shall provide qualification and advisory services in higher education didactics for teachers and students involved in teaching.

Section 11 Evaluation

- (1) The work of the ALe shall be evaluated at six-year intervals.
- (2) The Directorate shall draw up a written report on the development of the ALe, which shall be made available to the University's Executive Board and the Senate.
- (3) The Executive Board may request that the ALe be evaluated by an independent external evaluation committee.
- (4) The Executive Board, with the participation of the Senate, shall decide on the continuation of the ALe or its institutional set-up.

Section 12 Equality clause

Irrespective of the grammatical form used¹, all designations of persons, offices, statuses and functions in these Regulations shall also apply to persons who feel that they belong to a different gender or to no gender.

Section 13 Coming into effect

These Regulations shall come into effect on the day after they are published in the journal of legal notices of Friedrich Schiller University (*Verkündungsblatt der Friedrich-Schiller-Universität*).

Jena, 23 September 2020

Prof. Dr Walter Rosenthal

¹ Although the original (legally binding) German text might not employ gender-neutral language throughout, all statements therein are equally inclusive of and apply to men, women, and non-binary persons. The English text equally strives to use gender-inclusive language to reflect the University's commitment to diversity.