Quality work at Aalto University

31.10.2019, LSS/KEK
The quality system and the Aalto way of working are based on the PDCA cycle (Plan, Do, Check, Act). The quality system of Aalto University is an entity of policies, procedures and processes aimed at safeguarding and improving the quality of the university activities.

**PLAN**
- Aalto strategy
- Schools’ / Departments’ strategic plans, action plans
- Regulations, instructions
- Updates

**CHECK**
- Key performance indicators
- Internal and external evaluations
- Feedback

**DO**
- Research activities
- Artistic activities
- Education and learning
- Societal interaction and impact
- Services and leadership

**ACT**
- Adjustment to strategy
- Improvement actions and development projects
- Renewal of objectives

**Procedures**
- Roles and responsibilities
- Information
- Resources
Auditoinnissa nostettuja kehityskohteita

1. Opiskelijoiden akateeminen ohjaus ja palautekäytännöt

2. Monialaisuuden indikaattorien kehittäminen

3. Kurssikuvausten yhdenmukaistaminen

4. Laatujärjestelmän säännöllinen katselmointi

5. Tenure-Track järjestelmän kehittäminen

6. Hallintomallin keventäminen
1. Academic Advising

- Academic Advisors
  - Long time goals
  - Individual meeting
  - Alarm bell screening

- Learning Services
  - Targeted services
  - Safety net

- Peer Advisors
  - Group meetings
  - Basic survival
  - First semester monitoring

- Student Analytics
  - Who are studying and who are not
  - Who changed school

5.11.2019
1. Academic Advising; B.Sc. path in Aalto ENG

Orientation → Student tutoring → Freshman survey, Autumn → Academic advising 1 → Student tutoring → HOPS (official) commented → Dean's List → Academic advising 6 → National Bachelor Survey

Freshman survey, Spring → Academic advising 2 → Student tutoring → 2nd year welcome event → Academic advising 3 → 3rd year survey → Dean's List

Academic advising 4 → Academic advising 5 → 3rd year welcome event → BSc degree

Dean's List

National Bachelor Survey
2. Data sources and destinations

- **Aalto Sampo (QV)**
  - HR reports (incl. TT)
  - Finance reports
  - MEC reports
  - StatFi reports
  - Ranking data

- **Dashboards (PowerBI)**
  - Program report
  - SAB, RAI etc.
  - Biblio-metrics

- **Reporting (QV, PowerBI)**
  - Bachelor feedback
  - ACRIS
  - OODI
    - Students
    - Programs
    - Courses
    - Credits
  - Course feedback
  - MoveOn

- **Data Warehouse**

- **HR**
- **Finance**
- **Facilities**
- **CRM**

- **WoS & InCites Scopus**
- **SISU**

**2. Data sources and destinations**

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  - (incl. TT)
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- **WoS & InCites Scopus**
- **SISU**
3. MyCourses learning environment

- MyCourses is a Moodle based learning environment for Aalto university courses. For every course, there is an automatically created MyCourses workspace.
- For teachers, it enables sharing of different course materials, assignments, quizzes and workshops with assessment and grading. It also gives tools for collaboration and interaction with students.
4. Development of quality system

- Yearly feedback of the quality processes
- University Review
- Audit every 6 year

Preparations for Uni review and Uni Dialogue; applying the improvements

Implementing the processes

University dialogue
5. Academic career paths

Tenure track career system

<table>
<thead>
<tr>
<th>Assistant Professor (1)</th>
<th>Assistant Professor (2)</th>
<th>Associate Professor</th>
<th>Full Professor</th>
<th>Aalto Distinguished Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor (Artistic/ Design/Architectural Practices)</td>
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<td></td>
</tr>
</tbody>
</table>

Lecturer career system

<table>
<thead>
<tr>
<th>University teacher</th>
<th>University lecturer</th>
<th>Senior University Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor of Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjunct Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting and In Residence positions</td>
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</tbody>
</table>

Other academic positions

Titles supporting the development of academic competence (incl. student titles)

<table>
<thead>
<tr>
<th>Postdoctoral researcher</th>
<th>Research Fellow</th>
<th>Staff Scientist</th>
<th>Senior Scientist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research &amp; Teaching Assistant</td>
<td>Doctoral candidate</td>
<td>Fixed term</td>
<td>Permanent</td>
</tr>
</tbody>
</table>
5. Annual clock for tenure track development

January
- Annual statistics

February
- **Annual Review** of tenure track within the steering group for the development of academic career systems (Academic Careers Working Group).
- Annual Review includes e.g. feedback received, annual statistics as well as proposal for improvement measures.

March
- University review
- Decision on development actions

May - December
- Implementation of development measures
- **Follow-up of development activities** in the steering group for the development of academic career systems (Academic Careers Working Group)

October every second year
- Academic career systems **development workshop** for the entire Aalto community

In addition:
- Research evaluation 2018 (RAI), 6 to 8 year cycle
- Audit every 6 year
- Academic Careers Management Team meets once a month.

**Continuous development**
6. Governance structure

Joint preparation

Steering groups
- Research and innovation
- Art and creative practices
- Learning
- Services
- Digital Aalto
- Campus

Task forces

Management

- Schools’ and departments’ management teams
- Services’ management teams
- President’s Management Team (PMT)
- Aalto Management Team (AMT)
- Aalto University Board (AUFB)

Academic matters

Professors’ council
Aalto Leaders’ Dialogue

Tenure track matters
- Schools’ tenure track committees
- Aalto tenure track committee
- Schools’ Academic committees
- Aalto University Academic Affairs Committee

Research and innovation
Art and creative practices
Learning
Services
Digital Aalto
Campus

Aalto Management Team (AMT)

Aalto University Board (AUFB)
Strategy implementation target setting (University Dialogue) and follow-up (University Review)

February-March
- Schools by School MTs
- Joint strategic areas by SGs
- Services by Service MTs

March-April
- University review = Strategy implementation follow-up by PMT
- Long term plan by AUF B

April - May
- Schools
- Joint strategic areas
- Services
- University Dialogue = Strategy implementation target setting by PMT

June
- 1+3 year University Target Agreement

MEC Steering process
Aalto way of working