# KING CEASOR UNIVERSITY



**STUDENT EVALUATION OF TEACHING AND LEARNING POLICY**

## 1. PURPOSE

This document details the means in which the University evaluates teaching and learning through its system of student feedback, and recognises that it is one of a number of ways of evaluating teaching and learning effectiveness.

## 2. APPLICATION

All Staff and Students

## 3. DEFINITIONS

**Evaluation**

Refers to the collection, analysis and interpretation of data and feedback on the quality of teaching and learning.

**Owning Organisational Unit**

For the purpose of this policy, means a College, school, department, centre, or institute which owns courses and programmes.

**Course Learning Outcomes**

Are what successful students are expected to know, understand or be able to do as a result of course learning experiences.

## 4. POLICY STATEMENT

4.1 King Ceasor University (KCU) is committed to monitoring and improving the quality of learning and teaching through systematic course and teaching evaluation, interpretation, publication of results, benchmarking and actions arising from feedback.

4.2 Teaching staff are expected to demonstrate commitment to effective learning and teaching practices, including systematic evaluation of all aspects of learning and teaching practice.

## 5. OBJECTIVES

5.1 The quality of teaching and learning at KCU is evaluated using multiple sources of data benchmarked against best practice.

5.2 Feedback obtained through all evaluation processes is used to identify opportunities for recognising excellence and identifying areas for improvement.

5.3 Students and staff are responsible for engaging in evaluation processes in a constructive and professional manner.

5.4 Students are informed as to how feedback has been used to maintain or improve the quality of learning experiences.

5.5 The quality of teaching and learning is evaluated internally through:

5.5.1 the course evaluation survey (in which all coursework units are automatically included), and

5.5.2 the teaching evaluation survey (initiated on request by the teacher).

5.6 Monitoring the quality of teaching and learning at KCU is based on:

5.6.1 Evaluation reports

5.6.2 Other sources such as focus groups, employer surveys, student pass rates, student retention rates and external benchmarking surveys such as the Course Experience Questionnaire, Tracer studies and other measures.

5.7 The source of all student feedback is anonymous.

5.8 Purposes of Evaluating Teaching and Learning:

i.  To improve teaching and learning experiences for students and teachers;

ii.  To assist staff to engage in a scholarly review of their teaching by reflecting on course design, delivery, student engagement, and assessment;

iii.  To provide data to benchmark teaching and learning quality within and beyond the University;

iv.  To provide evidence that teaching staff can use as indicators of teaching performance when discussing work plans with line managers; and

v.  To provide evidence for academic staff promotion and performance management processes and teaching portfolios.

5.9 Publication, access to and storage of evaluation data:

i. Unit Survey Results (USR) will be published one week after the release of the results unless the Unit Coordinator informs the Office of Teaching and Learning (Evaluation) that he/she chooses not to have the USR published.

ii. Information Management Services are responsible for the secure storage of digital evaluation data.

iii. The Academic Registrar's Office is responsible for the secure storage of printed evaluation Aggregated University Reports.

## 6.  RESPONSIBILITIES

**Policy Manager:** Deputy Vice-Chancellor (Academic Affairs)