

# Student Evaluation of Teaching Student Feedback on Teaching at Lakehead University

Policy Category:

Academic

Approved By:

Senate

Effective Date:

10 December 1986 [Revised 26 January 2007; 17 April 2009]

## 1.0 Preamble

Teaching is a complex and multidimensional activity. Student feedback is important as one measure, among many, used to enhance and provide evidence of teaching quality. , and consequently a student evaluation of teaching should neither be seen nor used as the sole assessment of teaching and pedagogical practice. It is one measure among many for demonstrating and assessing teaching performance.

## 2.0 Purpose

The main objective of seeking student evaluation of feedback on teaching at Lakehead University is to assist instructors in monitoring and improving their effectiveness as teachers. The information may be used as one means of demonstrating teaching effectiveness for decisions regarding merit, renewal, tenure and promotion, and to provide information that may be used to support exceptional teachers nominated for teaching awards.

## 3.0 Policy Guidelines

3.1 Because feedback is sought about the instructor, rather than the course, and because of the need to protect student anonymity, tThe Student Evaluation of Feedback on Teaching survey questionnaire will be administered to each section of a course in which there is a minimum class size of five.

3.2 Evaluations-Feedback questionnaires will be distributedtake place near or at the end of the course preferably during the second and third last week of each course given over one or two terms. For all other courses, evaluations-feedback should be obtained as close to the end of the course as practical and possible. In the case of any course given by several instructors, evaluations-feedback may be obtained in the last week of each instructor's portion of the course or conducted simultaneously according to the timeline indicated above.

3.3 The anonymity of student responses to the Student Evaluation of Feedback on Teaching survey questionnaire is of fundamental importance in maintaining confidentiality and encouraging open feedback on teaching and learningthe free expression of views. The procedures shall ensure that students are not identified once the questionnairesurvey has been submitted.

3.4 The transmission and storage of the survey questionnaire data will be undertaken in a manner to protect the confidentiality of the instructor's<sup>1</sup> results. Individual course results, and specific student feedback, shall be given only to the instructor concerned, except in the case where the instructor has agreed to make his/her course evaluations-feedback public. Instructors who wish to make their questionnaire results available must sign and return authorization to the Office of Institutional Analysis and Government Relations prior to the questionnaires being circulated. As well, instructors are required to provide the summary report for the set

~~of questions jointly agreed to by the Association and Board and the class mean for each course taught as part of their annual reports. Instructors who wish to make their survey results available must sign and return authorization to the Office of Institutional Analysis and Government Relations prior to the surveys being conducted.~~

3.5 A summary of the ~~evaluations~~feedback, by Faculty, shall be provided to the Deans and the heads of each of the academic units, and to the Senate Committee on Teaching and Learning. The aggregate data ~~for both online and paper forms~~ shall be posted on the Lakehead University Senate website.

3.6 The Student ~~Evaluation of~~Feedback on Teaching ~~survey questionnaire~~ must be available in a format which meets the needs of students with disabilities.

#### **4.0 Responsibilities of the Senate Committee on Teaching and Learning**

4.1 The procedures to collect, administer and analyze the data will be ~~developed~~reviewed at least every ~~five years~~ by the Senate Committee on Teaching and Learning and brought to Senate for approval. The Office of Institutional Analysis and Government Relations will collect the data and compile the results.

4.2 The Senate Committee on Teaching and Learning will review the ~~survey instrument and questions~~questionnaire at least every five years. This committee will also ~~receive~~solicit feedback from students, faculty and administrative ~~units~~comments concerning the ~~survey instrument~~questionnaire.

4.3 The Senate Committee on Teaching and Learning will be responsible for reviewing, and updating as necessary, this policy ~~at least~~ every five years.