

Evaluation of Teaching

Category: Teaching

Approval: Dean of the Arts and Science Office

Responsibility: Dean of the Arts and Science Office

Date: April 2021

Purpose

The following guideline on the evaluation of teaching by students has been reproduced from the TUFA and CUPE Collective Agreements and Trent University, for your convenience.

Teaching Dossier (TUFA VII.12.1)

Each faculty member shall be encouraged to create a teaching dossier. Members being considered for tenure/permanency, and those being considered for promotion on the basis of being highly regarded in teaching, are required to submit a teaching dossier as part of their file.

In addition, members may submit teaching dossiers for consideration in cases promotion on bases other than teaching; the decision not to submit teaching-related materials in the form of a teaching dossier for such considerations, shall not be held against a member, however, the onus remains on the member to provide sufficient evidence in support of their application.

Student Experience of Teaching Surveys (SETS) (TUFA VII.13)

The parties agree that Student Experience of Teaching Surveys (SETS), and any other surveys of student opinions, are for informing faculty about students' learning experiences and that the primary value of SETS for faculty lies in their potential to inform instructors in further developing their courses and teaching.

Departments shall develop and maintain survey instruments that are appropriate to their academic disciplines, with assistance from the Centre for Teaching and Learning, if requested. SETS will be made available to students during the final two weeks of all classes, with the exception of those classes that are exempt by decanal approval (e.g. reading courses, thesis courses).

Members shall not be present when the students complete the SETS, and the surveys shall not be transmitted to the department by the member. Administrative assistants of departments shall count, record, and number the surveys transmitted for each course. Members may elect to conduct the survey instrument online. SETS are for the confidential information of that

member except as noted in VII.13.5, where otherwise required to be submitted by this agreement or, in other cases, at the member's discretion.

Once completed, and following the release of final grades for the course, such surveys shall be made available in confidence to the member, the Department Chair and the Dean

Each member's SETS shall be retained by the Department. Surveys conducted in a paper format shall be scanned by the Department and retained in electronic format, with the original paper copies returned to the member.

CUPE 1 (5.16) Teaching Evaluation

Assessment and evaluation of teaching shall be based on the effectiveness of the instructor, as indicated by command over subject matter, familiarity with recent developments in the field, preparedness, presentation, accessibility to students and influence on the intellectual and scholarly development of student.

While the parties agree that student course evaluations contribute to the improvement of teaching within the University, they do not on their own constitute an evaluation of teaching performance. Further, it is understood that not all opinions provided in the student course evaluations are relevant to the assessment and evaluation of teaching.

The Centre for Teaching and Learning shall assist departments and programs to develop and maintain survey instruments that are appropriate to their academic disciplines. Chairs shall ensure the annual application of such instruments within their department or program.

Members shall not be present when the students complete the survey, and the survey shall not be transmitted to the department or program by the members being evaluated. Academic Administrative Assistants of departments/programs shall count, record and number the surveys transmitted for each course. Normally, teaching evaluations will be submitted electronically. Exceptions may be made in some cases, subject to departmental practices.

Once completed and following the release of final grades for the final course, these surveys will be made available in confidence to the member, the Department/Program Chairs and the Dean.

Each department and program will retain the originals or copies for a twenty-four (24) month period.

Assessments shall be used by the department or program in the context of personnel decisions, including determinations in respect of Right of First Refusal.

Each member shall be encouraged to create a teaching dossier, which may consist of a CV, annual teaching evaluations, letters of reference and other information the member deems pertinent. Members will submit these dossiers when required for RFR.

Printing of SETS

Printing of student course evaluation forms will be paid for by the Dean's Office. However, before the evaluations are printed the department/program must forward the print requisition directly to the Dean's Office for approval and forwarding to the Print Shop.