Related Policy

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<th>Student Survey Policy</th>
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<tr>
<td></td>
<td>Learning and Teaching Evaluation Policy</td>
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Responsible Officer
Deputy Vice Chancellor (Students and Education)

Approved by
Vice-Chancellor

Approved and commenced
December, 2014

Review by
December, 2017

Responsible Organisational Unit
Quality and Standards

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Objective

The objectives of this Procedure are to:

- inform students and staff about the online student evaluation process;
- support staff to increase response rates;
- report on outcomes to students and staff; and
- contribute to a culture of evaluation and continuous improvement at the University.

Scope

This procedure applies to all staff teaching students at the University of Tasmania.

Procedure

3.1 Quality of learning and teaching

The quality of learning and teaching at the University is evaluated through the:

- eVALUate unit online survey;
- eVALUate teaching online survey; and
- eVALUate postgraduate online survey.

3.2 Monitor the quality of the student learning experience

To monitor the quality of the student learning experience:

- eVALUate unit surveys are mandatory and will be conducted at every offering;
- eVALUate teaching and postgraduate surveys will be conducted annually.

3.3 Institutional response rate strategy

As eVALUate is an online survey it is a shared commitment with teaching staff across the University to increase student response rates. This requires:

- Teaching staff to remind students to fill in student surveys for quality improvement and teaching development purposes;
- Heads of School (or equivalent) to engage with teaching staff to work with students to increase response rates;
- Quality and Standards (Q&S) to engage with Schools (or equivalent) to increase student response rates and support staff with timely advice;
- Q&S will provide Heads of School (or equivalent) with regular updates on response rates during the evaluation process.
- Q&S will provide a report to the DVC (Students & Education) on institutional response rates.

3.4 Use of eVALUate data

eVALUate data can be used for the following purposes:

- Improve learning and teaching experiences for students and teachers;
- Assist staff to engage in a scholarly review of their teaching;
- Provide data for benchmarking learning and teaching quality within and beyond the University;
• Provide evidence for teaching staff for teaching performance expectations;
• Provide evidence for academic staff promotion, probation and performance management processes; and
• Provide evidence for institutional quality improvement purposes.

3.5 Support for students and staff

Students will be regularly informed on outcomes of their feedback on the eVALUate webpage as well as through other communication processes.

Staff who have further queries on eVALUate can contact Q&S to discuss:

• Information on the student evaluation process;
• Strategies to support staff to increase response rates;
• Requests for student evaluation data for various purposes.

Student and staff information sheets can be found on the Q&S webpage: http://www.utas.edu.au/student-evaluation-review-and-reporting-unit/evaluate

3.6 Reporting the outcomes of eVALUate

The responsibilities for reporting the outcomes of eVALUate are:

• Schools will make public to students a summary of outcomes based on eVALUate data and make these summaries available to Q&S.
• Q&S will report eVALUate outcomes through the following ways:
  o Summary of Faculty/School outcomes on the Q&S website.
  o Unit Summary Reports are online and are accessible to staff each semester;
  o Teaching Summary Reports are emailed to the teacher who requested the evaluation;
  o Unit Reports are emailed to Deans; Heads of School and Associate Deans (Learning & Teaching) which lists units by % agreement, % disagreement and % response rates.
  o University-wide Report is provided to the Deputy Vice Chancellor (Students and Education) for quality assurance purposes.

4 Definitions and acronyms

<table>
<thead>
<tr>
<th>eVALUate</th>
<th>Core internal student evaluation survey which includes unit and teaching evaluations.</th>
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<tbody>
<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<tr>
<td>Q&amp;S</td>
<td>Quality and Standards (Office of the Registrar)</td>
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5 Supporting documentation

• Student Survey Policy
• Learning and Teaching Evaluation Policy
• Reviews Policy
• Unit and Course Evaluation Reports Procedure
6 Versioning

| Former Version(s) | Version 1 – *eVALUate Procedure* (current document); approved December, 2014; to be reviewed December, 2017, amended in December 2016 to incorporate Colleges. |