

P10: UNIT EVALUATION

Overseer: PBC Dean of Studies
 Approval Authority: PBC Teaching & Learning Committee
 Review Schedule: 3 yearly Next Review Due: May 2020

Review Table			
Date	Review Type <ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
27/02/14	Scheduled	2.7 added Section 3 revised to be responsibility of College Office.3.3 &3.4 added. Section 4 revised to Teaching and Learning Committee. Revisions to cover change of process as implemented 2014.	
18/12/14	Scheduled	2.3 updated. Minor grammatical	Adam Niven
11/4/17	Scheduled	Changes to evaluation procedures	Peter Elliott

1. Introduction

- 1.1. Unit evaluation provides an important process in the quality management of units.
- 1.2. This is the primary reason for the use of Unit Evaluation Forms. While the research literature shows that the correlation of teacher self-evaluation and students' evaluation is weak, it does give lecturers a source of input in considering their teaching performance.
- 1.3. Unit evaluation should be carried out for every unit offered during the semester.

2. Role of Unit Lecturer

- 2.1. The Unit Lecturer is responsible for carrying out a self evaluation of the unit.

- 2.2. The Unit Lecturer is responsible for the distribution of unit evaluation forms to all students who have participated in the course.
- 2.3. The Unit Lecturer is responsible to nominate a student to collect all unit evaluation forms and return them to the College Office.
- 2.4. The Unit Lecturer is responsible for analysing the student responses and summarising any repeating themes or any points which require a response.
- 2.5. The Unit Lecturer is responsible to complete the unit review documentation and include responding to points which require clarifying and provide any suggested action points for future improvement of the course.
- 2.6. The Unit Lecturer is responsible for providing the College Office with all unit evaluation sheets and a covering sheet which provides the summary of repeating themes and points of attention, responses to the feedback and any points which may require action items.
- 2.7. The Unit Lecturer is responsible for bringing any suggested revisions to the Unit Plan to the Teaching and Learning Committee for review and ensuring agreed revisions are incorporated in the Unit Plan.

3. Role of College Office

- 3.1. The College Office is responsible for providing lecturers with unit evaluation sheets.
- 3.2. The College Office is responsible for collecting all student evaluation sheets once completed.
- 3.3. The College Office is responsible for the distribution of student evaluations to unit lecturers after marks have been finalised and released to students.
- 3.4. The College Office is responsible for the collection of lecturer reviews.

4. Role of the Teaching and Learning Committee

- 4.1. The Teaching and Learning committee is responsible for reviewing the unit evaluation summaries and unit lecturer responses.
- 4.2. The Teaching and Learning committee is responsible for reviewing and approving changes to Unit Outlines and may also make further suggestions for improving the unit based on the unit evaluation sheets.

5. Procedures

- 5.1. 10-15 minutes during the final lecture of the unit shall be provided to complete unit evaluation forms and the unit lecturer shall give each student a copy of the unit evaluation form for completion.
- 5.2. The Unit Lecturer will inform the students that they are not required to identify themselves on the form and that the lecturer will not receive a copy of the feedback until after marks have been finalised.
- 5.3. The Unit Lecturer shall nominate a student to collect the evaluation forms and then allow students to complete the evaluation.
- 5.4. All forms are collected at the end of the allocated time by the nominated student and returned to the College Office.
- 5.5. Students who were absent from the final class should have an evaluation sheet placed in their student mailbox which clearly identifies which class it is for and how the student should return the completed form. Lecturers should bring this to the attention of the College Office immediately after the final class.
- 5.6. External students should be forwarded the evaluation forms and email completed forms to the College Office, not the lecturer.
- 5.7. Unit Lecturers are required to complete their review of the evaluation and return all required materials by the date advised each semester by the Teaching & Learning Committee.
- 5.8. The College Office should collect all the review materials and have a summary of them available for the Dean of Studies to present to the Teaching and Learning Committee as advised.
- 5.9. After the unit evaluations have been evaluated by the Teaching and Learning Committee all approved changes will be updated on the master Unit Outlines by the relevant lecturers.
- 5.10. All the evaluation sheets, with a copy of the summary cover sheet are to be filed by the College Office.