

# UNIT AND TEACHING EVALUATION GUIDELINES

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<b>Approved by</b>	Academic Board	29 September 2014
<b>Responsible Person</b>	Dean	
<b>Related Documents</b>	College Governance Framework; College Delegations of Authority; Records Management Policy; Records Retention and Disposal Schedule; Navitas Privacy Policy, Unit and Teaching Evaluation Survey Instrument	
<b>References and Legislation</b>	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

## 1. Purpose:

This document outlines the principles and processes of securing student unit and teaching evaluations, and the analysis and utilisation of the data to inform the basis of practice recommendations which are reported to the Learning and Teaching Committee for endorsement.

## 2. Scope:

This applies to all disciplines.

## 3. Definitions:

Term	Definition
<i>Academic staff / teaching staff</i>	Permanent and casual employees engaged in teaching and assessment of courses at the institution.
<i>College (the)</i>	The Australian College of Applied Psychology (ACAP).
<i>International student/ Overseas student</i>	A student required to hold a student visa for study in Australia.
<i>Unit</i>	A unit of study in a higher education course or a unit of study, module and/or unit of competency in a vocational education and training course.

## 4. Policy

- 4.1** Units should be sampled at least once every three offerings and units must be assessed after the first offering.
- 4.2** Staff should have student evaluation of their teaching at least twice every year. This should be done across:
- courses at different levels of the AQF,
  - to assess the teaching of core versus elective units and also

- c) across different modes of delivery and
- d) across all campus sites of unit delivery different modes of delivery to ensure appropriate coverage of the breadth and depth of a teacher’s contributions.

**4.3** Staff should be able to request evaluations of units outside of the normal cycle for their own professional development purposes and for the requirements of applications for promotion. Discipline leads should also have the right to request an evaluation of any unit, staff member and trimester’s set of units as necessary for management of courses and programs.

**5. Procedures**

1. Schools will draw up a schedule of units to be evaluated on a regular basis in line with the principles listed above.
2. Data sets will be analysed within the Office of the National Manager of Student Services, ensuring student responses are de-identified, and maintained in an archive by the National Manager of Student Services.
3. Results of evaluations of units will be made available by the Head to the individual staff members teaching those units and will be used in the development of their teaching and their teaching related portfolios.
4. Results of all units within a School will be available to Associate Deans for the purpose of monitoring the quality of delivery of the programs of study under their management.
5. Outcomes of student evaluations of teaching and teachers will be reported by discipline leads to the Academic Board through the Learning and Teaching Committees. Such reports will de-identify staff.
6. Reports of any recommendations to improve the delivery of units or programs will be made from time to time to the Academic Board through the relevant Learning and Teaching Committees based upon the cumulative evaluation of the results of evaluations.
7. Heads of will ensure that students are informed of relevant changes planned in response to their participation in evaluation activities and of progress against these as applicable.
8. Formal reports in connection with any activities resulting from student evaluations will be maintained in the archive provided by the Office of the National Manager of Student Services.
9. Dates for the provision of completed analysed data sets should be published and the dates adhered to for their availability to responsible staff.

**6. Document Management Control**

Date	Summary of Changes	Reviewer Name and Department/Office
29/09/2014	Policy Established	Dean
11/07/2016	Transition to new policy template	Dean
30/06/2017	Administrative update to business and academic titles and roles	Dean
12/10/2018	Change of template	VET Compliance Manager