



Student Evaluation of Teaching Procedure

Procedure Type	Academic	Initially Approved:	August 20, 2019
Policy Sponsor	Vice-President, Academic Affairs	Last Revised:	
Administrative Responsibility	Director of Institutional Data Analysis	Review Scheduled:	January 2025
Approver	General Faculties Council		

A. Purpose

The Student Evaluation of Teaching Procedure clarifies the logistics of the process identified in the Faculty Handbook, section 2.2: Evaluation of Teaching.

B. Scope

This procedure applies to academic courses.

C. Procedure Details

1. The Faculty’s Administrative Assistants will verify the correct lists of courses for evaluation sent by the Director of Institutional Data Analysis.
 - a. Internship and Directed Studies will not be included
 - b. Classes with less than four students will not be included

2. To optimize the number of surveys distributed, a current table of cross-listed courses will be made available by the Registrar for the Director of Institutional Data Analysis when the courses are uploaded to the student portal in April of the preceding year.

3. Faculty must notify students that anonymity cannot be guaranteed with small class sizes. Faculty will receive the evaluations even when the class numbers are small.

4. The dates for course evaluations will be as follows:
 - a. Regular courses:
 - i. Opens two weeks before the last day of class
 - ii. Closes on the last day of final exams
 - b. Spring and weekend courses:
 - i. Opens on the last day of instruction
 - ii. Closes at the end of the week in which the last assignment is due
 - iii. Education: Due to unusual stop/start dates, they will confirm each year in September

5. Faculty should download their reports each semester for their own records. In cases where faculty need access to the reports in a following semester, they may contact the Faculty's Administrative Assistant, who will download and store all of the evaluations. The Director of Institutional Data Analysis does not provide this information to faculty directly.

D. Procedure Review Schedule

1. This procedure will be reviewed every five years in September.