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Policy Title:	Student Evaluation of Instruction	
Policy No:	5013	Approval date: Nov. 30, 2015
Approval Body:	Academic Council	
Effective Date:	January 1, 2016	Review date: January 2019

### **Purpose**

This Policy provides the framework under which Student Evaluations of Instruction (SEI) will be administered at UCW.

### **Scope**

SEI surveys will apply to Graduate, Undergraduate and University Access Courses. However, because of their unique nature, thesis courses, directed studies (classes of 1-3 students), competency assessments and orientation classes will not be included in the SEI process.

### **Policy Statement**

UCW will administer an SEI survey for online and on-campus courses each term. The purpose of the SEI instruments will be:

- To obtain feedback on UCW courses and instructor activities from a student perspective which will assist in quality assurance.
- To provide faculty with information to be used for the improvement of courses and instruction.
- To assist the program head in the annual evaluation of teaching performance.
- To identify opportunities for course improvement, professional development and greater consistency in course delivery.

SEI survey administration will be anonymous.

The SEI survey instrument will contain standard items to be used for teaching performance evaluation and will allow for narrative comments from students. Confidentiality of student input will be maintained as no identifiable information about individual students will be part of the survey instrument.

The SEI survey will be administered during the ninth week of each term unless an exception is made by the program head or VP Academic & Students (VPAS)

Administration of the SEI survey will be done through MyUCW for online and campus students and overseen by the academic administration office. Students will be alerted that a survey has yet to be completed each time he or she logs-in throughout the survey's period of administration.

The program head will have access to all completed individual reports and aggregate scores within MyUCW. Upon review, the program head will forward the aggregate scores, student comments and

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their own comments to the appropriate faculty member. The scores will remain within MyUCW and only accessible by the program heads, VPAS and academic administration.

SEI survey results will remain accessible in MyUCW indefinitely.

## Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Program Head	The program head refers to the person directly overseeing an undergraduate, graduate or UAC program. This may be the Dean, Program Chair, Program Director or VP Academic & Students (if no other appropriate “program head” is in place).

## Related legislation

None

## Related policies

Policy Number	Policy Title
5007	Academic Freedom
6751	Information Privacy and Security

## Responsibility

1. The program head is responsible for evaluation of surveys in the relevant courses and delivery of results to faculty.
2. The VPAS, in consultation with the program heads, is responsible for any changes or updates to the SEI survey presented to students.