

# **OISE Guidelines for the Student Evaluation of Teaching in Courses**

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April 12, 2017

## **Background**

The *Policy on the Student Evaluation of Teaching in Courses* (2011) stipulates that each course at (n)-10(t)-2 -1( t)-2

- Working with all programs and departments to ensure that the timing of the course evaluation process at OISE is appropriate and in line with course end dates;
- Managing the storage of divisional, departmental and individual instructor reports locally in a central repository at OISE (i.e., Homepage);
- Managing the access to data for the division; communicating with decanal staff and academic administrators who should have access to the data to CTSI in a timely manner; and
- In collaboration with CTSI, providing training and workshops to faculty, students and staff.

### ***Department Roles***

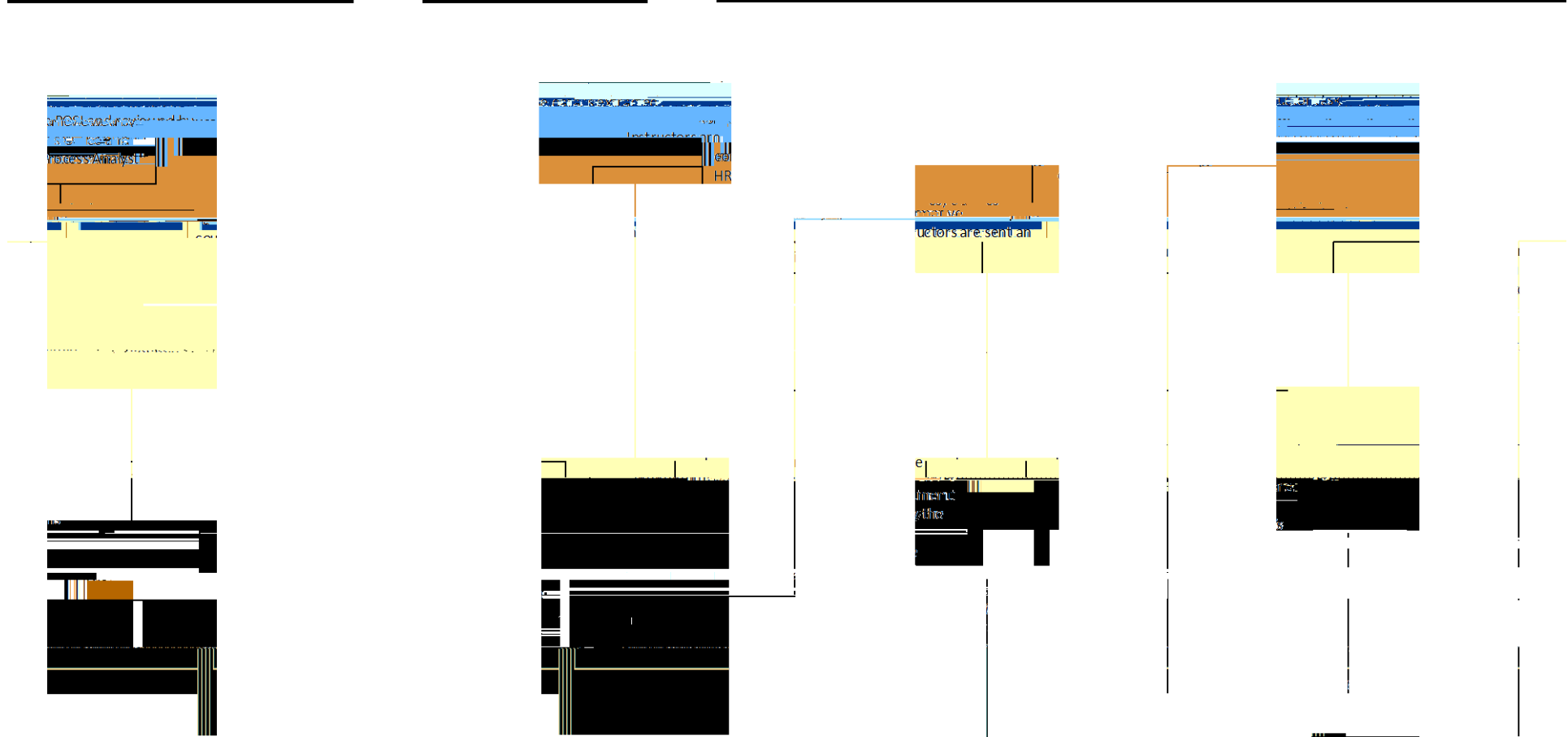
The Chair is responsible for departmental-level oversight of the Course evaluation process for their department. The Chair may appoint a staff member(s) in their department to manage the process and act as the liaison between the department and the Dean's Office in matters relating to the course evaluation process.

Each department is responsible for:

- Verifying that the ROSI data that provided by the Dean's Office is accurate;
- The timely submission of data or changes to the Dean's Office to ensure that ROSI is correct at the time of import into the course evaluation system;
- Ensuring that any incorrect data is corrected and/or entered into ROSI in a timely manner;
- Providing faculty, students and staff in their department additional support regarding the course evaluation process; and
- Providing course evaluation reports, with the approval of the Chair, for other administrative processes including PTR, promotions, and the sessional hiring process.

### ***Instructor Roles***

Each instructor is responsible for:



## **Overview of the Evaluation Instrument**

Student course evaluations are seen as one component in the process of assessing teaching practice. In order not to disadvantage our faculty at the time of tenure and promotion, and in situations where they are being nominated for teaching awards,

## **Interpretation and Use of Course Evaluation Data in Divisional Processes**

Course evaluation data for closed-ended and open-ended questions are archived in electronic form. The course mean, median and standard deviation for closed ended questions, as well as the answers to the open-ended questions will be provided to the individual course instructor, the Department Chair, the Associate Dean, Programs and the Dean. However, statistics and answers to course-level