

DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
QUALITY ASSURANCE	6	
NUMBER	001	

STUDENT FEEDBACK ON TEACHING POLICY

Purpose/ objectives	<p>The evaluation, quality assurance, and promotion of effective, high quality curriculum design, teaching and learning are core professional responsibilities of the University's academic staff and academic management.</p> <p>As one element of its academic quality assurance system, the University will seek feedback from students, via the Student Feedback on Teaching (SFT) questionnaire, on aspects of teaching that directly affect their learning and success. Feedback from academic peers, managers, graduates and other relevant stakeholders will also be sought and incorporated into the system.</p> <p>The purpose of the SFT is to provide information to be used in the <u>summative</u> evaluation of teaching. That is, the SFT is used to elicit, document and summarise information on student perceptions of quality and effectiveness of teaching for use in probation, promotions, performance management and other academic quality assurance processes.</p>
Scope/ Application	<ul style="list-style-type: none"> All teaching staff of the University, including those in casual, part-time or contract employment in all teaching locations
Policy Statement	<p>Individual teaching staff will use the University SFT questionnaire to gain feedback on their teaching and the results will be considered in promotions applications as well as annual performance management discussions between staff and their supervisors.</p> <p>An SFT questionnaire will be administered in at least one subject in each teaching period during which a staff member is teaching. Selection of the subject(s) in which students are to be surveyed will be made in consultation with the Head of School or performance supervisor.</p> <p>Training and consultation will be provided by the Office of the DVC to assist in interpretation of SFT data and ensure its appropriate use in decision making.</p>
Supporting Procedures	Student Feedback on Teaching Procedures
Responsibility for implementation	All teaching staff Supervisors
Responsibility for monitoring implementation and compliance	Heads of School
Status	New and Revised Content

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Key stakeholders	
Approval Body	Academic Board 11 February 2009 Minute 429.4.4
Initiating Body or person(s)	Curriculum, Teaching and Learning Committee
Definitions	<p>Questionnaire: the instrument (questions) used to conduct a survey.</p> <p>Survey: the method for collecting information.</p> <p>Teaching Staff: staff involved in delivery of a subject, including lecturers and tutors</p>
Related legislation	La Trobe University Enterprise Bargaining Agreement 2004-2008, Section 10
Related Policy and other documents	<p>Student Feedback on Subjects Policy</p> <p>Student Feedback on Subjects Procedures</p> <p>Student Feedback on Subjects Guidelines</p> <p>Student Feedback on Subjects Questionnaire</p> <p>Student Feedback on Teaching Guidelines</p> <p>Student Feedback on Teaching Questionnaire</p>
Date Effective	March 2009
Next Review Date	March 2013
Keywords	feedback, survey, questionnaire, evaluation, promotion, performance management, teaching
Owner/Sponsor	Deputy Vice-Chancellor
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