

<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ACADEMIC</b>	<b>1</b>	
<b>TEACHING AND LEARNING</b>	<b>1</b>	
<b>QUALITY ASSURANCE</b>	<b>6</b>	
<b>NUMBER</b>	<b>001</b>	

## STUDENT FEEDBACK ON TEACHING POLICY

<b>Purpose/ objectives</b>	<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 on aspects of teaching that directly affect their learning and success, via the Student Feedback on Teaching (SFTE), Student Feedback on Tutoring (SFTU) or Postgraduate Feedback on Teaching (PFTE) questionnaires.</p> <p>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 SFTE, SFTU and PFTE is to provide information to be used in the <u>summative</u> evaluation of teaching. That is, the SFTE, SFTU and PFTE are 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>
<b>Scope/ Application</b>	All teaching staff of the University, including tutors, demonstrators and those in casual, part-time or contract employment in all teaching locations
<b>Policy Statement</b>	<p>Individual teaching staff will use the University SFTE, SFTU and PFTE questionnaires to gain feedback on their teaching and the results will be considered in promotions applications as well as annual performance management and probation discussions between staff and their supervisors.</p> <p>An SFTE, SFTU or PFTE 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 Planning and Institutional Performance Unit to assist in interpretation of data and ensure its appropriate use in decision making and in promoting improvement.</p>
<b>Supporting Procedures</b>	Student Feedback on Teaching Procedures
<b>Responsibility for implementation</b>	All teaching staff Supervisors
<b>Responsibility for monitoring implementation and compliance</b>	Heads of School
<b>Status</b>	Minor update August 2011 to show the area now responsible. Revised March 2011.

<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ACADEMIC</b>	<b>1</b>	
<b>TEACHING AND LEARNING</b>	<b>1</b>	
<b>QUALITY ASSURANCE</b>	<b>6</b>	
<b>NUMBER</b>	<b>001</b>	Policy Database Document Reference Number <b>116001P</b>

	<p>Prior approval Academic Board 11 February 2009 Minute 429.4.4</p> <p>The implementation of the latest version of this policy supersedes all previous versions of this policy.</p>
<b>Key stakeholders</b>	
<b>Approval Body</b>	Academic Board 14 April 2010 Minute 439.3.2(c)
<b>Initiating Body or person(s)</b>	Education Committee
<b>Definitions</b>	<p><b>Questionnaire:</b> the instrument (questions) used to conduct a survey.</p> <p><b>Survey:</b> the method for collecting information.</p> <p><b>Teaching Staff:</b> staff involved in delivery of a subject, including lecturers and tutors</p>
<b>Related legislation</b>	La Trobe University Enterprise Bargaining Agreement 2004-2008, Section 10
<b>Related Policy and other documents</b>	<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>Postgraduate Feedback on Subjects Questionnaire</p> <p>Student Feedback on Teaching Guidelines</p> <p>Student Feedback on Teaching Questionnaire</p> <p>Student Feedback on Tutoring Questionnaire</p> <p>Postgraduate Feedback on Teaching Questionnaire</p>
<b>Date Effective</b>	<p>March 2009</p> <p>Amended February 2010</p>
<b>Next Review Date</b>	March 2013
<b>Keywords</b>	feedback, survey, questionnaire, evaluation, promotion, performance management, teaching, SFTE, SFTU, PFTE
<b>Owner/Sponsor</b>	Senior Deputy Vice-Chancellor
<b>Author</b>	Pro Vice-Chancellor (Curriculum and Academic Planning)
<b>Contact person</b>	Director, Planning and Institutional Performance Unit