

Article 26: Teaching Evaluation

- 26.1 The purpose of this Article is to provide regulations for the implementation of the objectives of Senate's policy on Teaching Evaluation, as adopted at meetings held on October 26th, November 24th and December 6th, 1976.
- 26.2 (a) A primary purpose of any teaching evaluation is that of self-development and improvement.
- (b) Teaching effectiveness may be evaluated by student questionnaires and by academic peers, so long as such evaluations are in accord with the regulations below and with other provisions of this Collective Agreement.
- (c) Student Teaching Evaluations will be supervised by individual departments or schools and all originals shall be returned to the instructor and only summaries which conform to the provisions of this Article may be used for any purpose.

26.3 Student Evaluations

- (a) Student evaluations shall be obtained through questionnaires, administered in such a way as to afford all the students in a given course or class a reasonable chance to respond.
- (b) Each questionnaire shall allow for students to make detailed comments. The sole purpose of these comments is to assist the instructor in evaluating all aspects of the course. These comments shall be returned unexamined to the instructor in accordance with (d) below.
- (c) The questionnaires will be made accessible to students in the last two (2) weeks of a course, or of an employee's involvement in a course where such involvement is less than a full term or academic year. No questionnaire shall contain any indication of the identity of the student filling it out. After questionnaires have been completed, the responses will remain confidential until final grades for the course have been approved by the appropriate Dean.
- (d) At the same time as questionnaires governed by this Article are made available to students, an instructor may also include additional questions. Responses to such questions shall be collected with the questionnaire. Once final grades have been approved by the appropriate dean, responses to such questions shall be returned unexamined to the instructor who made them available, and, as required by Article 16, may not be used by anyone except the instructor concerned, for any purpose except to provide guidance to the instructor.
- (e) The responses to student questionnaires shall be collected and aggregated by the

Office of Institutional Research and Planning in such a way as to present a fair and accurate picture of the opinions of the respondents.

- (f) Where data from student questionnaires are used, a mean, standard deviation, frequency distribution, and number of eligible respondents shall be provided.
- (g) Before data derived from student questionnaires are used, they shall be presented to the instructor concerned, complete, in accord with the provisions of this Article and in written form, sufficiently in advance of their being used for any purpose to allow an instructor to respond to them in writing.
- ~~(h) Effective upon ratification of this collective agreement, the format(s) (written and/or electronic) and framework for administration of the student evaluation will be determined by JCAA.~~
- ~~(i) Student evaluations are to be used only for purposes as defined in this collective agreement. Furthermore, sStudent evaluations as defined here are the only ones that shall be used for purposes described throughout this collective agreement. Should requirements appear for the employer to report on student evaluations, this will be done without attribution to specific employees. The choice of administering the student evaluation in written or electronic form shall be at the sole discretion of the instructor.~~
- (j) The University may report on or publish aggregate data on teaching evaluations, so long as individual instructors are not identified.**

26.4 Peer-Evaluation

- (a) Where evaluations of teaching effectiveness by academic peers (i.e. other teaching employees) are used, they shall (except as allowed by Article 26.4(b)) be restricted to consideration of the topics identified in Article 26.3(a), but need not include consideration of all of them. Any such evaluation shall be written and signed, and shall clearly identify which of the topics is being considered.
- (b) Peer evaluations may also consider the extent to which the methods and material used by an instructor achieved the objectives of the course as identified by the instructor, provided such evaluations do not violate Article 4, Academic Freedom.
- (c) Peer evaluations shall contain a written statement of the evidence on which the evaluations were made and the circumstances in which the evidence was collected. Only evidence which is reasonably reliable and reasonably indicative of the characteristic being evaluated may be used.
- (d) Peer evaluations shall be presented, complete, in accordance with the provisions of this Article, and in written form, sufficiently in advance of their being used for any purpose to allow an instructor to respond to them in writing.

26.5 Subject to the provisions of Article 26.7 evaluations of teaching effectiveness which meet

the requirements of this Article may be used in consideration of renewal of appointment (Articles 6 and 9), tenure (Article 6), or confirmation (Articles 11 and 12), promotion (Article 10), or denial of increments (Article 41) provided for in this Collective Agreement.

- 26.6 All evaluations of teaching used for purposes of career decisions shall meet the requirements of this Article. Evaluations of teaching **where the specific instructor can be identified can be** used for other purposes ~~shall be used~~ only with the permission of the employee.
- 26.7 (a) Student teaching evaluations shall be conducted in all courses having enrolments of five (5) or more students;
- (b) the data from all courses shall be compiled to determine department, faculty and University norms as required; **and,**
- (c) **All courses deemed eligible for evaluation per Article 26.7(a) will be evaluated and the results of the** ~~at the beginning of the academic year, each instructor will designate at least two (2) courses for which the~~ evaluations may be used for career decisions in accordance with Article 26.5; ~~in exceptional circumstances and with the agreement of the dean, the instructor may, at least two (2) weeks before the end of classes, change the above designation of courses;~~
- (d) ~~where possible, at least one of the designated courses shall be a course having an enrolment of at least twenty (20) students;~~
- (e) ~~the data derived from the evaluation of courses not so designated shall be returned directly to the instructor after FGR's are complete; and,~~
- (f) ~~nothing herein shall prevent an employee from placing on his/her personnel file evaluations from courses other than those designated pursuant to (c) above, and requesting that these additional evaluations be considered in career decisions in accordance with Article 26.5.~~

