

[Carleton University's response \(using MSWord tracked change\) on Article 26.3 with respect to collective bargaining with the Carleton University Academic Staff Association \(CUASA\) CUASA Proposal](#)

[Without Prejudice](#)

[Date: June 20, 2012, August 09, 2012](#)

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) ~~The reverse side of e~~Each questionnaire shall ~~be provided~~allow for students to make detailed ~~written~~ 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) ~~Up to twenty (20) minutes of scheduled class time, 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, may be used for filling out questionnaires. Questionnaires shall be administered by a student selected by the instructor. Instructors shall not be present while questionnaires are being filled out.~~ No questionnaire shall contain any indication of the identity of the student filling it out. After questionnaires have been completed, ~~they shall be placed in a sealed envelope, which shall not be opened~~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~~distributed, an instructor may ~~also distribute~~include additional questions ~~in written form~~. Responses to such questions shall be collected ~~by the administering student with the questionnaire, and placed in the same envelope. When the envelopes are opened, Once final grades have been approved by the appropriate dean,~~ responses to such questions shall be returned unexamined to the instructor who ~~distributed~~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~~opened 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) and framework for administration of the student evaluation will be determined by JCAA.
- (i) Teaching evaluations are to be used only for purposes as defined in this collective agreement. Furthermore, teaching 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 teaching evaluations, this will be done without attribution to specific employees.
- (j) The choice of administering the student evaluation in written or electronic form shall be at the sole discretion of the instructor. The default evaluation shall be in the written form. When the written form of student evaluations is used, practices in force up until April 30, 2012 shall apply.
- (k) The course evaluations shall be the sole property of the instructor and shall not be published.

26.7 (b) ~~Student teaching evaluations compiled before the date of ratification of this collective agreement shall not be used in any career decisions without the express written consent of the instructor, unless such evaluations are of courses designated pursuant to Article 26.7(b) of the collective agreement signed on April 11, 1989.~~