

## **Evaluation of Teaching**

### **Preamble:**

As part of the quality assurance process, Australian Institute of Business (AIB) has a systematic approach to evaluation and improvement of teaching, and a system of student feedback on teaching. This policy recognises the importance that the academic profession places on the practices of constructive criticism, self-criticism, peer review and ethical professional conduct.

### **Scope**

This policy applies to all academic staff at AIB whether fulltime, sessional or casual and at all delivery sites.

### **Detail**

The purpose of this policy on evaluation and improvement of teaching is to:

- encourage and support reflective practice among academic staff
- develop and maintain the quality of learning and teaching in AIB
- gather evidence that may be used to demonstrate quality teaching.

### **Feedback on teaching**

To help achieve these purposes, AIB encourages academic staff to collect and respond to feedback on their teaching from colleagues and peers, and requires academic staff to collect and respond to feedback on their teaching from students.

### **Student feedback on teaching**

AIB's system of collecting feedback from students includes a student feedback instrument and a standard process for collecting feedback, processing the information, and reporting results to individual academic staff.

In order to maintain staff and student confidence in the system and meet high standards of professional ethics, the feedback process is confidential, anonymous and secure, and results are provided to academic staff after student results have been finalised for that teaching period.

An administrative staff member will collect feedback forms from students at the end of workshops and analysed by the Academic Division.

The feedback results are provided to the individual academic staff member as well as to the Academic Director or nominee.

These results, aggregated at the level of subjects and courses and AIB as a whole, will be used by AIB for quality assurance purposes. This data will be treated confidentially in instances where individual results may be identified.

### **Corrective action**

In the event of negative feedback, the Academic Director or nominee will meet with the individual academic staff member to discuss the student feedback and take such remedial action as may be deemed necessary by the Academic Director or nominee.

In the case of negative feedback from students about a facilitator at a Teaching Centre, the Academic Director or nominee will contact the Academic Manager at that Teaching Centre and agree on the corrective action that the Academic Manager will undertake and report back on. This may be counseling the facilitator and giving the facilitator another chance to facilitate or where the facilitator does not co-operate, the facilitator will be replaced by another that is approved by the Academic Director or nominee.

### **Related forms:**

Student Feedback Form

### **Responsibility:**

Academic Director

### **Related policies:**

Academic Quality Assurance

Academic Staff Incentive Scheme

### **Current status**

Approved By:

Date of Approval:

Previous version:

### **Version 2.1**

Academic Board

30 August 2015

1 July 2011

9 December 2008