

EVAUATION OF TEACHING POLICY

Purpose

This policy outlines a systematic approach to the evaluation of teaching. AIB is committed to ongoing improvement in the teaching practice of academic staff in order to positively impact the learning experience of students.

Scope

This policy applies to all academic staff involved in delivery of AIB subjects and courses.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Teaching can be defined as activities undertaken in the delivery of education (including lecturing, group or individual tutoring, preparation of teaching materials, supervision of students, marking, and preparation for the foregoing activities).

Details

1. Feedback on teaching

In addition to informal feedback that may be collected throughout the subject, AIB collects end-of-subject student feedback about the teaching by academic staff, provides academics with the information and expects academics to use the information to improve their practice.

2. Student evaluation of teaching (SET)

2.1 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.

2.2 Criteria for AIB's evaluation of teaching are based on the national Quality Indicators for Learning and Teaching (QILT). Hence the AIB student feedback instruments collect feedback on major quality indicators including teaching quality, learning engagement, learning resources and student support.

2.3 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.

- 2.4 An administrative staff member collates student feedback after completion of each subject.
- 2.5 The feedback results are provided to the relevant academic staff member as well as to the Academic Director or nominee.
- 2.6 The individual staff SET results are used for improvement of individual teaching practice, to identify professional development opportunities and to manage performance (where required).
- 2.7 The aggregated student feedback results are used by AIB to improve its teaching approach, to identify opportunities for professional development for academic staff and for quality assurance purposes. This data will be treated confidentially in instances where individual results may be identified.

3. Corrective action

- 3.1 In the event of negative feedback, the Academic Director or nominee will discuss the student feedback results with the individual academic staff member and take such remedial action as may be deemed necessary by the Academic Director or nominee.
- 3.2 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 appropriate action required. This may involve discussion with the facilitator and giving the facilitator another chance to facilitate or, where the facilitator does not co-operate or in serious cases, the facilitator will be replaced.

Related Forms:

End-of-Subject Survey Form

Related Policies:

Assurance of Learning Policy

Responsibility:

Academic Director

Current status	Version 3
Approved By:	Academic Board
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