1. Rationale and principles

(1) These provisions set out the guiding principles for the evaluation of teaching in the Faculty.

(2) The Tertiary Education Quality and Standards Agency (TEQSA) requires teaching and learning to be of high quality for course accreditation. This is articulated in Chapter 3, Section 4 of the **Higher Education Standards Framework (Threshold Standards) 2011 (Cth)**.

(3) Chapter 3, Section 4.2 of the **Higher Education Standards Framework (Threshold Standards) 2011 (Cth)** requires that staff 'are advised of student and other feedback on the quality of their teaching and have opportunities to improve their teaching'.

(4) Further, the University's **Learning and Teaching Policy 2015** detail the necessity for the evaluation of teaching and the allocation of planning, management and quality assurance to the Faculty.

(5) The Faculty will adhere to Commonwealth standards and **Learning and Teaching Policy 2015** by ensuring staff are provided with student and supervisor feedback on the quality of their teaching.

2. Student feedback

(1) In accordance with the University of Sydney's **Learning and Teaching Procedures 2016** and **Survey Revision Strategy**, the **Unit of Study Survey (USS)** will be circulated to all enrolled students at the end of every unit of study.

(2) The USS will be conducted automatically for all units every time they are offered, and the survey will be conducted online.

(3) USS results will be made available to the Unit of Study Coordinator, the Pro Dean (Learning and Teaching) and other nominees of the Dean through the **USS Results Portal**.

(4) If lecturers are not the Unit of Study Coordinators for a unit of study, they may request USS results from the appropriate Unit of Study Coordinator.

3. Supervisor feedback

(1) Academic Planning and Development (AP&D) will occur on an annual basis, at least once every 12 months.
(2) The main focus of the AP&D process is on mentoring, support and professional development. The AP&D process provides staff with the opportunity for peer-supported reflection and discussion on teaching standards and evaluation.

(3) Refer to the Performance Planning and Development Policy 2012 for information about this process. In addition, Academic Planning and Development Guidelines are available to assist staff in the AP&D process.

4. Recognising excellence in teaching

(1) The Faculty will recognise excellence in teaching annually through Teaching and Learning Awards.

(2) At the end of each semester, a formal acknowledgement of excellence in teaching as suggested by performance in the USS will be issued to colleagues achieving excellent overall satisfaction scores for their Unit of Study.

(3) At the end of each semester, student commendations will be issued to colleagues if students have submitted positive written feedback to the Faculty about their learning experience.

(4) The Dean will confer Faculty Tutoring Awards to acknowledge excellence in tutoring.

(5) The Dean will confer Faculty Teaching Awards to acknowledge excellence in teaching.

(6) The method of candidacy for a Faculty Teaching Award will be by peer nomination.

(7) Nomination for the Faculty Teaching Awards is open to all full-time and part-time academic staff in the Faculty.

(8) Dates and procedural requirements for Faculty Teaching awards are available online.

Faculty of Arts and Social Sciences - Evaluation of Teaching Provisions 2015

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Date amended: 16 November 2016 (administrative amendment)
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Approved by: Professor Barbara Caine, Acting Dean, Faculty of Arts and Social Sciences

Signature:

Related documents:
Higher Education Standards Framework (Threshold Standards) 2011 (Cth)
Performance Planning and Development Policy 2012
Academic Planning and Development Guidelines
Learning and Teaching Procedures 2016
Learning and Teaching Policy 2015