

Policy Title:	<b>Student Evaluation of Instruction Policy</b>
Policy Number:	<b>1404</b>

## 1. Purpose

This Policy provides the framework under which Student Evaluations of Instruction (SEI) will be administered at University of Niagara Falls Canada (UNF).

## 2. Scope

SEI surveys will apply to Graduate, Undergraduate and University Access Courses. However, because of their unique nature, thesis courses, directed studies (classes of 1-3 students), competency assessments and orientation classes will not be included in the SEI process.

## 3. Policy Statement

The University will administer an SEI survey for online and on-campus courses each term. The purpose of the SEI instruments will be:

- To obtain feedback on UNF courses and instructor activities from a student perspective which will assist in quality assurance.
- To provide faculty with information to be used for the improvement of courses and instruction.
- To assist the program head in the annual evaluation of teaching performance.
- To identify opportunities for course improvement, professional development and greater consistency in course delivery.

SEI survey administration will be anonymous.

The SEI survey instrument will contain standard items to be used for teaching performance evaluation and will allow for narrative comments from students. Confidentiality of student input will be maintained as no identifiable information about individual students will be part of the survey instrument.

The SEI survey will be administered during the ninth week of each term unless an exception is made by the program head or Vice President, Academic (VPA).

Administration of the SEI survey will be done through the student portal for online and campus students and overseen by the Academic Affairs office. Students will be alerted that a survey has yet to be completed each time he or she logs-in throughout the survey's period of administration.

The program head will have access to all completed individual reports and aggregate scores within the student portal. Upon review, the program head will forward the aggregate scores, student comments and their own comments to the appropriate faculty member. The scores will remain within the student portal and only accessible by the Associate Deans, VPA and Academic Affairs.

## **POLICY**



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SEI survey results will remain accessible in the student portal indefinitely.

### **4. Responsibility**

The program head is responsible for evaluation of surveys in the relevant courses and delivery of results to faculty.

The VPA, in consultation with the Associate Deans, is responsible for any changes or updates to the SEI survey presented to students.