



UNIVERSITY OF MANITOBA POLICY

Policy:	TEACHING EVALUATION
Effective Date:	November 7, 1984
Revised Date:	May 13, 2020
Review Date:	May 13, 2030
Approving Body:	Senate
Authority:	
Responsible Executive Officer:	Provost and Vice-President (Academic)
Delegate: (If applicable)	
Contact:	Provost and Vice-President (Academic)
Application:	All Academic Staff

Part I Reason for Policy

- 1.1 Student Rating of Instructors and Courses (SRI), using the SRI currently designed by, and in use at, the University of Toronto, with the addition of two open-ended feedback questions, shall be implemented effective May, 2020.
- 1.2 Faculties/Schools/Departments and/or instructors shall be encouraged to add additional items of inquiry to meet specific concerns or interests.
- 1.3 These questions may be machine-scored and/or written format.
- 1.4 Any requests to deviate from using the approved SRI as the common core for evaluations shall be submitted by the Dean/Director to the Office of the Provost and Vice-President (Academic), and accompanied by the proposed alternate SRI evaluation instrument. If an exemption is granted, it shall be reported to Senate.

Part II Policy Content

- 2.1 All courses and sections shall be evaluated each time they are offered.

- 2.2 Deans/Directors shall be responsible for developing a method of distribution of evaluation questionnaires, collection of data, and feedback to instructors including suggestions for positive change where it is indicated, and ensuring that mechanisms are in place to measure and record both improvement and change in teaching skills.
- 2.3 The Provost and Vice-President (Academic) shall establish a means of ensuring the quality of the evaluation process throughout the University, and examine ways by which adequate resources can be provided to assist in the implementation and on-going conduct of teaching evaluations.
- 2.4 Deans/Directors shall encourage all faculty to create and maintain a Teaching Dossier, in support of their teaching activities which may include, but is not limited to, the following:
 - (a) a summary of teaching responsibilities/assignments;
 - (b) a reflective statement on teaching philosophy and goals;
 - (c) evidence of course development and modifications;
 - (d) development of teaching materials;
 - (e) products of good teaching;
 - (f) description of steps taken to evaluate and improve teaching;
 - (g) undergraduate and graduate supervision;
 - (h) presentations, research and publications on teaching;
 - (i) administrative and committee work related to teaching;
 - (j) information from colleagues, students and other sources;
 - (k) objective outcome measurements of student performance.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Policy is required.
- 3.2 The Provost and Vice-President (Academic), or his/her delegate, is responsible for the implementation, administration and review of this Policy.
- 3.3 All academic staff are responsible for complying with this Policy.

Part IV
Authority to Approve Procedures

- 4.1 The Provost and Vice-President (Academic) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V
Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is May 13, 2030.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Provost and Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Teaching Evaluation Policy (effective November 7, 1984 and revised November 6, 1996);
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms: