

Dear colleagues,

Let us inform you briefly on some key elements of student surveys:

INTRO:

Each semester, the University carries out the survey on the success of realization of courses at the end of each semester and before final exams.

The quality of teaching is expressed with an average score.

An average score of “3” represents minimum satisfactory grade when evaluating the teacher’s and assistant’s work. Every score below “3” represents unsatisfactory score.

In case of impermissible influence on students before, during, or after the survey, students are entitled to submit a report to the Quality Assurance Office (G 18 Office), where the appropriate measures will be taken.

PROCEDURE:

Students’ surveys will be done on-line. Students will receive invitations on their e-mail accounts and will be able to access server and evaluate courses/teachers in this semester. Survey is organized in the least time-consuming way for students, meaning that students will evaluate all courses at once on the same item.

The most important thing during the survey is to give honest and personal opinion/evaluation on the items asked. Only honest replies can benefit both students and teachers and eventually IUS in general.

***Refer to the Survey items and explain some/all of them in details.

In order to reduce students’ time spent on survey, final two items are maybe the most important since we are asked to provide our comments (which should mean all our experiences, either positive or negative) and points for improvement (how we would like things to improve). In these two items we are to put all the things we did not like and found difficulties during this semester (and in general), related to courses and teachers but not mentioned in previous items, related to organizational and administration issues (student affairs, program coordinators, equipment, lack of resources/support, complaints, ...).

AFTERMATH:

The University is required to analyze results regarding evaluation of work of the academic staff at least ones a year, and they make an integral part of the personal file of each academic staff member.

Evaluation reports are taken into consideration during the procedure of appointment of the teacher to a higher ranking title.

*Students will be informed directly on the results of their evaluation.

*Staff will be informed on their average results and not before final exams are over.

Faculty Dean will ask the teacher who has been evaluated with an unsatisfactory score to submit in writing comments regarding survey results.

In his/her comments, the teacher will provide suggestions to improve the teaching, so he/she will be given an opportunity to improve the teaching by the time the next survey is conducted, as well as to improve the score in the next survey.

Deans discuss evaluation results with each employee individually and prescribes appropriate measures.

Faculty's evaluation results, together with Dean's measures are delivered to Faculty QA Team* which will analyze them and provide appropriate recommendations. These are sent to Faculty Council*.

Individual names/results will not be forwarded to Faculty Council or Senate.

Faculty Council is to discuss results, measures and recommendations and produce an overall report. The report is to be sent to the Senate* which will discuss overall reports and produce guidelines for all the staff.

Improvement measures, which are conducted by the Dean, are applied when the teacher or the assistant are negatively evaluated in the evaluation procedure during two consecutive semesters. They include, but are not limited to, the following possible measures which can be combined:

1. The teacher's or the assistant's obligation to pursue professional development in order to deliver better quality of teaching;
2. Appointment of co-teacher or another co-assistant for next semester who will deliver the teaching. Appointment is done on the proposal of the head of study program or faculty council;
3. Appointment of another teacher, or a special examination panel on the recommendation of the faculty in cases of unsatisfactory evaluation and statistically low passing grades. New teacher, and/or a special examination will be administered for the course in predetermined time frame.

The course teacher who has been evaluated with an unsatisfactory score cannot be appointed as a member of the examination panel.

Should the implementation of measures referred above fail to achieve desirable results, or satisfactory level of teaching in the following semester, then the Rector is authorized to initiate the procedure which affects the employment status of the

employee (disciplinary procedure), or the procedure for termination of the employment contract.

