

# **Implementation Guidelines for Teaching Quality Survey, Wenzao Ursuline University of Languages**

Approved at the Academic Affairs Committee on January 14, 2011

Ratified by the President on February 21, 2011

Approved at the Academic Affairs Committee on July 29, 2013

Ratified by the President on August 30, 2013

- I. To improve teaching quality and understand students' opinions about teachers' instruction, to provide information for teachers to adjust their instruction methods, to improve teaching quality and to provide information for faculty evaluation, the "Implementation Guidelines for Teaching Quality Survey, Wenzao Ursuline University of Languages" (hereinafter referred to as the Guidelines) are established.
- II. The teaching quality survey shall be carried out every semester in three phases: the beginning, middle and end of the semester. The survey is conducted on-line. The results of the survey for the beginning and middle of the semester are provided as reference for teachers and the results of the survey conducted at the end of the semester will be the official results.
- III. Questions in the survey are divided into two sets: general and operational. Departments, graduate schools and centers can decide which set to be used according to the nature of the courses.
- IV. The end-of-semester survey shall be conducted for all courses offered each semester, except the following courses:
  - (I) Courses for projects, theses, and internships: Departments, graduate schools and centers shall decide if the end-of-semester survey is needed for these courses.
  - (II) No survey is needed for "service learning courses" for the four-year college program in the Day Division and courses with less than 5 students.
- V. The survey is considered valid only when over 50% of the responses are collected and valid responses shall exceed 50% of the number of students taking the course.
- VI. After the survey results are reviewed by the President, the results shall be sent to the teaching units and the Personnel Office in confidentiality to be used as reference for the improvement of teaching quality and faculty evaluation. Teachers can access the results of their own courses on-line.
- VII. All personnel handling the survey shall keep the results confidential.
- VIII. When necessary, the Office of Academic Affairs (Continuing Education Division) may announce the effectiveness of the teaching quality survey.
- IX. The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.