

APPENDIX E
MEMORANDUM OF AGREEMENT RE: STUDENT EXPERIENCE OF TEACHING

**MEMORANDUM OF AGREEMENT
BETWEEN
QUEEN'S UNIVERSITY
AND
QUEEN'S UNIVERSITY FACULTY ASSOCIATION**

Re: Student Experience of Teaching

1. THE PARTIES AGREE to create and mandate a standing subcommittee of the JCAA ("the QSSET Subcommittee") to conduct an ongoing review of the Queen's Survey of Student Experience of Teaching (QSSET) to ensure that it remains effective, efficient and responsive to emerging conditions in the University. The QSSET Subcommittee will:
 - a) review the implementation, administration and reporting of QSSET, and recommend to the JCAA what, if any, changes should be made to these processes, including revisions to ancillary documents;
 - b) recommend to the JCAA additional questions to tailor the QSSET to reflect the different pedagogies of Faculties and Schools within the University;
 - c) monitor the privacy and security of QSSET data;
 - d) monitor the qualitative student responses to QSSET for disrespectful demeaning, discriminatory or harassing comments and make recommendations as appropriate;
 - e) review the QSSET design and questions for ongoing appropriateness to the work of QUFA Members and the needs of the University.
2. In conducting its work, the QSSET Subcommittee should consider QSSET as having two purposes:
 - a) the formative purpose of providing constructive feedback to the course instructor(s) on the students' experience of teaching in the course; and
 - b) the summative purpose of providing part of the information to assess the instructor's teaching in annual/biennial performance reviews and in the Renewal, Tenure, Continuing Appointment, Reappointment, Promotion processes.
3. The QSSET Subcommittee shall comprise:
 - three (3) faculty Members appointed by the Association, one of whom shall

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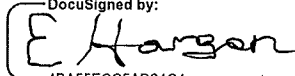
- act as a Co-Chair;
 - three (3) members appointed by the University, one of whom shall act as a Co- Chair; and
 - two (2) students, one nominated by the AMS, the other nominated by the SGPS.
4. The QSSET Subcommittee may call upon other resources within the University to assist them in their work, including representation from the Office of the University Registrar and the Office of the Vice-Principal (Teaching and Learning).
5. The QSSET Subcommittee shall provide a report and any recommendations to the JCAA annually by June 30 of each year of this Agreement. At the QSSET Subcommittee's discretion, it may also provide a report and recommendations at any other point in the year.

Signed on behalf of the University this 1 day of June 2020.



Dan McKeown

Signed on behalf of QUFA on this 25 day of May 2020.

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Elizabeth Hanson