

29.3 **Queen's University Survey of Students' Experience of Teaching (QSSET)**

QSSET shall consist of standard questions QSSET may also include additional questions selected by instructors, Faculties, or Schools, subject to vetting and approval for use by the relevant subcommittee of the JCAA for the purpose of reflecting the different pedagogies of Faculties and Schools within the University. All questions in the QSSET shall conform to the requirements of Article 9 and Article 14. The QSSET shall also provide opportunities for written comments from students. The subcommittee created under Memorandum of Agreement (Appendix E) shall conduct an ongoing review and may make recommendations to the JCAA as appropriate for revisions in the survey or practices respecting its administration and use in the evaluation of teaching.

- 29.3.1 The QSSET shall be administered so that the responding students will not be identified.
- 29.3.2 The QSSET shall be administered through the Office of the University Registrar, and in such a way as to afford all the students in a given course or class a reasonable chance to respond.
- 29.3.3 The QSSET shall be conducted within the last three (3) weeks of the course and announced at least one (1) week in advance on a date determined by the faculty Member responsible for the course in consultation with the students. In courses with multiple instructors, QSSET shall be conducted in a manner that permits students to address their experience of each instructor responsible for a major block of time. Such surveys may be grouped at the end of the course or administered at the end of the block given by an instructor to be assessed, as appropriate. The QSSET shall be administered by someone other than the Member, who shall not be present during the surveying process. After the surveys have been completed and submitted, they shall not be reviewed or processed until the final marks for the class have been submitted to the appropriate administrative office.
- 29.3.4 Numerical responses to the questions shall be sent to the Member, the Department Head (if applicable) and the appropriate Dean(s) after the data have been converted into a report and following the submission of final marks. The report shall contain aggregated responses to each question, presented as a distribution of responses, by number and percentage as well as the number of eligible respondents. The report shall be placed in the Member's Official File.
- 29.3.5 The University shall provide instructions to individuals charged with assessment and evaluation of a Member's teaching indicating that
  - (a) only responses to questions in the "Instructor" section may be used directly in assessing the Member's teaching effectiveness except where the Member has requested that responses to questions in the "Course" section also be considered, and;
  - (b) subject to 29.3.5 (a), responses to the Instructor questions shall be considered in the context of responses to the other three sections in the understanding that these sections concern matters for which the Member is not responsible.
- 29.3.6 Written comments shall be sent only to the Member, and the University will take the appropriate measures to ensure that only the Member receives such responses.

- 29.3.7 Data derived from surveys that conform to the provisions of Article 29.3.5, and which have been placed in the Member's Official File, in conformity with the instructions provided per Article 29.3.6, shall be considered in the University's assessment of a Member's teaching performance.
- 29.3.8 The University shall ensure the confidentiality of QSSET responses. Individuals charged with the assessment and evaluation of teaching shall view QSSET responses only in the form provided for in 29.3.5 or in a presentation included in the Member's Teaching Dossier.