1. A uniform procedure for the student rating of courses and instruction shall be followed throughout the University.

   1.1 This procedure shall include the administration of the Course Evaluation Questionnaire (CEQ) in all courses, except as provided for in these policies.

   1.2 The following types of courses may be evaluated by a method other than the CEQ. If the CEQ is not administered, an alternative method of evaluation shall be established. The alternative method shall include a form of written student ratings and reporting of such ratings, with due regard for student anonymity. Specifications for the alternative method should be documented by the Administrative Head of the academic unit.

      1.2.1 Courses with enrolment less than 5.
      1.2.2 Team-taught courses.
      1.2.3 Non-degree-credit courses.
      1.2.4 Modularized courses or courses offered outside of the normal time frame for a semester or session, as defined by the University Calendar.

   1.3 Academic units or instructors may administer supplementary evaluation instruments (as per section 3.7).

2. Committee on Course Evaluation

   All aspects of the administration, compilation, distribution and publication of the Course Evaluation Questionnaire will be the responsibility of the Committee on Course Evaluation, a standing committee of Senate.

3. Administration of the evaluation questionnaire

   3.1 The Centre for Institutional Analysis and Planning will co-ordinate the administration of the CEQ on behalf of the Committee on Course Evaluation, according to the operational guidelines approved by that Committee as stipulated in its Terms of Reference.

   3.2 The Course Evaluation Questionnaire shall be administered starting during the last two weeks of class in a 12-13 week semester or the last week of class in any shorter session, until the day before the start of the examination period for that semester or session.

   3.3 The questionnaire will be administered online through Student Self-Service.
3.4 Academic units shall confirm with the Centre for Institutional Analysis and Planning those courses in their unit that are to be evaluated with the CEQ each semester, and shall ensure that course and instructor information is accurate prior to administration.

3.5 Courses that are confirmed to use the CEQ for evaluation in a semester or session will have the online CEQ generated in Student Self-Service. Access to the online CEQ form for each course section will be given to each student registered in that course section as per Registrar records.

3.6 At the time of administration, students shall be informed of the purposes of the rating procedure and of the university policies for distribution and publication of results. The Committee on Course Evaluation shall prepare this information to accompany the forms in the online system.

3.7 Supplementary questions may be administered with the CEQ in three ways:

3.7.1 An academic unit or instructor may administer a separate course evaluation form in tandem with the CEQ. The responses to items on this additional form will be processed by the academic unit by its own procedures, subject to maintenance of student anonymity. No questionnaires or results shall be returned to instructors prior to the submission of final grades for the course in question.

3.7.2 An academic unit may arrange with the Centre for Institutional Analysis and Planning to have a limited number of additional structured response items appear on the CEQ, to be used by all course sections within the unit. The responses to these additional items will be processed by CIAP.

3.7.3 An individual instructor may provide students with up to 10 structured response items to be answered on the CEQ (Instructor Provided Questions, or IPQs). The responses to these additional items will be processed by CIAP.

4. Compilation of results

4.1 Data from the questionnaire will be captured within the online evaluation system and summarized by the Centre for Institutional Analysis and Planning.

4.2 For each course section, response distributions to the core quantitative questions (and any additional quantitative questions included under section 3.7.2 or 3.7.3) will be summarized by frequency percentages and averages based on those responding to the item. This will constitute the “Summary Report” for the section and will identify the course and section, and the instructor.

4.3 For comparison, the average of the quantitative items (excluding items 8 and 9)
on the core questionnaire for CEQ-mandated courses (courses that do not meet one or more of the exclusion criteria specified in section 1.2) will be compiled each semester for the following aggregations and will be included on each Summary Report for CEQ-mandated courses:

1. Department/academic unit
2. Campus

4.4 A table of percentile distribution scores will be compiled for each campus and level each semester, provided there are at least 10 CEQ-mandated courses within that campus and level combination.

4.5 For each course section, a report of the qualitative questions (written comments) will also be generated. This will constitute the “Comment Report” and will identify the course and section and the instructor.

5. Dissemination and publication of results

5.1 The Centre for Institutional Analysis and Planning shall provide the Summary Reports of the core questionnaire (and any supplementary questions under 3.7.2 and 3.7.3) for each section, together with applicable aggregate summaries (as specified in sections 4.2 and 4.3), and the Comment Report, to each instructor. Reports shall be provided as soon as possible after final grades have been submitted. No results shall be returned to instructors prior to the receipt, by the Registrar’s Office, of final grades for the course in question.

5.2 Instructors may include these reports in their Teaching Dossier.

5.3 The Summary Reports of the quantitative questions (as specified in sections 4.2 and 4.3) shall be sent to Administrative Heads of academic units for courses within their unit, and shall be used by such committees and for such purposes, as are stipulated by University policies and the MUNFA Collective Agreement. Such data should not be used in the promotion and tenure process unless there is concurrence from the faculty member.

5.4 Two weeks after distribution of section Summary Reports to instructors and Academic Unit Heads, the Summary Reports for CEQ-mandated sections in the University shall be published for access only by students in electronic form on the University Self-Service web site. Instructors will be given the option each semester to request, no later than one week after the end of classes, which, if any, of their course section summary reports not be made available for viewing on student Self-Service. The published reports will contain a summary of each question by average (mean), and frequency, along with the relevant department/academic unit and campus aggregate statistics.
5.4.1 Published reports shall include an explanation of the methodology underlying the ratings, with advice regarding interpretation of the statistical summaries.

5.4.2 Reports shall be archived for electronic access for five years.

5.4.3 A user agreement will accompany the on-line reports to prevent misuse of the information.

5.5 The electronic data for each administration of the CEQ shall be archived by the Centre for Institutional Analysis and Planning for subsequent access and analysis by academic units or bona fide academic researchers or research units. Access to these data shall be granted only with the approval by the Committee on Course Evaluation on terms agreed to in writing between the Committee and the Recipient.