



AVEPRO

GUIDELINES FOR THE
TEACHING EVALUATION PROCEDURE



A – Tasks of the Deans

- Prepare an annual summary report for the Quality Committee on the progress of teaching evaluation activities, the results obtained and improvements made in the Faculty.
- In particular, inform students of actions taken regarding courses and teaching staff.
- Send AVEPRO a comprehensive summary of the statistics emerging from the questionnaires.
- Publish data regarding courses and teaching staff in the forms established by the Faculty or University.

B – Tasks of the Teaching Committee or the person(s) in charge of the course(s)

- Distribute and collect the evaluation questionnaires.
- Coordinate and monitor activities regarding the course.
- Remind teaching staff how and when the evaluation questionnaires should be distributed.
- Promote actions to encourage students' involvement.
- Analyze the responses received and propose actions to improve the quality of teaching.
- Prepare an annual summary report on the progress of distributing the questionnaires, the results obtained and improvements made on the course (this summary must be sent to the Dean of your Faculty).
- Publish, upon agreement with the Dean, the data acquired from the evaluation and any related actions carried out.

C – Tasks of the Faculty's Student Administration Office

Each Faculty's Student Administration Office must appoint a person in charge of organizing the distribution and collection of the evaluation questionnaires. Tasks of this person in charge:

- Monitoring the whole initiative;
- Keeping the questionnaires to be distributed;
- Finding a safe place to keep the questionnaires once compiled;
- Delivering the completed questionnaires to the Dean.

D – Tasks of Teaching staff

Teaching staff will enlist the help of student tutors or representatives to distribute the questionnaires.

Before distributing the questionnaires, the member of teaching staff shall write on the envelope that will ultimately contain the completed questionnaires: his/her own name, the date of completion, module name, teaching unit or subunit he/she teaches, course title, average number of students attending the course. The member of the teaching staff will also:

- Introduce the initiative to the students;



- Collect the questionnaires from the person in charge in the Faculty's Student Administration Office;
- Ask the student tutors or representatives to distribute the questionnaires at the end of the lesson, when at least 9/10 of the lessons have been held. The completed questionnaires must then be collected in the special envelopes;
- Arrange with the student tutors or representatives for the questionnaires to be collected and delivered to the Faculty's Student Administration Office.

E – Tasks of Student Tutors and Student Representatives

Distribute the questionnaires, collect them and deliver them to the Faculty's Student Administration Office.

F – Accessibility of results

- Aggregated data by Faculty and Degree Course (accessible to all);
- Data concerning individual course that the member of teaching staff has given permission to publish (accessible to all);
- Data concerning all other courses (accessible to the member of teaching staff, person(s) in charge of the course, the Dean).