



HÁSKÓLI ÍSLANDS

RULES OF PROCEDURE
on the teaching and course
evaluation survey at UI and its
usage

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Guarantors: ÞK/HP/IH
Approved by the University
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Case number: HÍ10040005
Authorised translation

1. Rationale for the teaching evaluation

Each semester, a student evaluation of teaching shall be conducted using a survey about teaching and courses. This survey goes toward monitoring the quality and teaching of courses at the University of Iceland, cf. Article 24 of the Regulation for the University of Iceland, no. 569/2009. The Act on the Protection of Privacy as regards the Processing of Personal Data, no. 77/2000, applies to the electronic processing of information gathered using the survey; this processing is permissible in accordance with item 3 of paragraph 1, Article 8 of the Act.

2. Objective

Regular teaching evaluations are part of the quality assurance system of the University of Iceland. They are intended to help improve teaching and courses.

3. Designing the survey

The Academic Affairs Committee and the Division of Academic Affairs shall oversee the content of the survey. Surveys must always meet international standards for the design of such research tools. Methodology shall be reassessed at five-year intervals. The same survey shall be conducted in all faculties, although calculations must be differentiated based on level of study and the number of students registered in specific courses. Faculties are authorised to conduct their own surveys in addition to the general University survey. The teaching evaluation shall address significant factors with regard to teaching, such as teaching methods, academic motivation, the attitude of teaching staff, the organisation of courses, work load, outcomes and student contribution. Teaching staff shall have the opportunity to add their own questions to the general University teaching evaluation survey. These questions must be objective and may not be leading. The Division of Academic Affairs shall advise faculties and individual members of teaching staff on the design of additional surveys.

4. Implementation

The Division of Academic Affairs and the Teaching Centre shall oversee the implementation of the survey in consultation with the Academic Affairs Committee of the University Council and the school teaching committees. Students are not permitted to discuss their responses to the survey. The survey is completed online and the processing of results shall comply with the provisions of the Regulation on the Security of Personal Data no. 299/2001; processing shall be reported to the Data Protection Authority. Anyone who is not a registered student in the relevant course is prohibited from responding to the survey. It must not be possible to trace answers back to individual students.

Teaching Centre staff in the Division of Academic Affairs shall handle the preparation and implementation of teaching evaluation surveys in consultation with the faculty offices and the University of Iceland Computer Services. All undergraduate courses in



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which more than seven students are registered shall be evaluated each semester. Only those members of teaching staff responsible for at least a third of each course should be evaluated. The faculty offices shall specify which members of teaching staff should be evaluated for each course.

Teaching evaluation surveys should take place during the last three weeks of teaching in the semester, and take approximately 10 to 15 minutes to complete. However, surveys may be conducted at other times depending on the way in which teaching is organised.

5. Processing

The University of Iceland Computer Services shall program the processing of surveys; the format should give teaching staff the clearest possible picture of their success compared to other teaching staff in the relevant subject, faculty, school and within the University as a whole. Results shall be accompanied by information on the number of registered students in a course and the number of responses received.

6. Access to results

Everyone with access to the University computer system has access to an information page detailing the anonymous results of the teaching evaluation, on which it is possible to compare three subjects and select a faculty for comparison. At the same time, results are compared with the relevant school. Information on participation, the number of responses and the number of courses in a sample shall be included. Deans of schools, heads and deputy heads of faculties and heads of departments have full access to those results pertaining to teaching staff under their jurisdiction. Supervisory teaching staff have access to results pertaining to sessional teachers who teach in the courses which they oversee. In the case of contract teaching, the head of the accepting faculty shall also have access to results pertaining to the relevant course. Heads of faculties may request that individual members of staff be granted access to results for the faculty in question.

Evaluation committees for new hires, hiring for permanent positions and the promotion of academic staff can request written references from a head of faculty regarding the results of the teaching evaluation survey. In such circumstances, the member of teaching staff shall always receive a copy of the reference.

Those parties with access to results in which teaching staff are not anonymous are bound to treat individual results in a confidential manner. The Division of Academic Affairs is responsible for managing access to the results of the teaching evaluation survey.

7. Formal response

An anonymous comparison of the results of the teaching evaluation survey must be discussed at least once per semester at an open faculty forum or departmental meeting,



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at which students have their own representative. Results shall be discussed in terms of, e.g., the established teaching policy of the faculty, as well as the final learning outcomes for individual programmes. School teaching committees shall determine whether there is need for a faculty to set specific targets, review former policy or make other arrangements in response to the results. Participation within individual faculties shall usually be assessed, targets set for participation in the next semester and strategies for achieving these targets outlined. Each semester, results shall be specifically compared to those from the previous year and the faculty targets. Faculties are urged to encourage students and teaching staff to discuss the anonymous results of the teaching evaluation survey. A faculty may authorise a student representative on a study committee to take the place of student representative in a faculty or subject forum.

Teaching staff must discuss the results of the teaching evaluation survey with their head of faculty, as well as any comments they may have on their own teaching and courses. In consultation with the teaching committee of each school, a head of faculty shall endeavour to reward those who receive the best results and at the same time, in consultation with the member of staff, develop strategies for those who receive poorer results.

8. Storage and use of results

The University of Iceland Computer Services shall keep electronic records of the results of the teaching evaluation survey. They are responsible for ensuring that unauthorised parties do not gain access to these records, and that they are stored in a secure manner.