

CONFIDENTIALITY AGREEMENT

BETWEEN

(The Lecturer)

&

Lorraine Whisker

(SET Service Representative)

- All data generated as a result of your Student Evaluation of Teaching process, as described in page 2 of this document, will remain strictly private and confidential.
- Students' anonymity will also be ensured.
- The resulting SET report will solely be the property of the participating lecturer.
- No verbal or written information may be shared by the Centre for Teaching and Learning with any parties external to this contract and the report will only be seen by Lorraine Whisker and the lecturer named above.

Signed by

Lecturer

SET Service
Representative

Lorraine Whisker

Date

Student Evaluation of Teaching (SET)

1. Introduction

Student evaluation of teaching is aimed at lecturers who voluntarily:

- Wish to gain a greater understanding of their teaching methods;
- Wish to receive feedback on how their students perceive their teaching methods.

This process will involve a questionnaire distribution to a class of students with whom the lecturer has direct contact. The completed questionnaires will be analysed by Lorraine Whisker who will then compile a private and confidential report which will outline quantitative and qualitative findings.

2. Assessment

2.1 Consultation

An initial consultation will take place between the lecturer and Lorraine Whisker who is providing the SET service on behalf of the Centre for Teaching and Learning. The purpose of which will be to discuss and clarify:

- The structure of the questionnaire, which will include standard questions, will allow lecturers an opportunity to include questions to suit their own particular requirements and course;
- The protocol of the assessment
 - Will ensure the evaluation is voluntary for the lecturer;
 - Will ensure the evaluation is confidential with regard to the students – in other words no respondents' names will be made available to the lecturer;
 - The lecturer will not be present during the actual assessment.
- Individual survey results and the subsequent SET report will be confidential to the lecturer (neither results nor reports are available to any department heads or students);
- An agreement is signed which will outline that the data gathered and the subsequent report will be private and confidential and will remain the property of the participating lecturer.

2.2 Student Assessment Awareness

The lecturer will be asked to make students aware of the assessment prior to the designated evaluation date. S/he will also be asked to inform students whether the assessment will occur at the beginning or the end of class. The more the lecturer stresses the importance of the exercise the more seriously students will take this process.

2.3 Logistics

A number of logistics will be noted: assessment date, time and location; programme and year of students; subject; lecturer name; number of students surveyed and any other relevant issues.

3. Method

3.1 Procedure

At the agreed time, the lecturer will introduce the SET Service representative to their class and leave the room. The SET service representative will outline the purpose of the evaluation and describe the process involved. S/he will explain that the evaluation:

- Is voluntary at the request of the lecturer who wishes to gain a greater insight and understanding into their teaching methods with a view to improving their teaching techniques;
- Will focus on the quality of course delivery;
- Will endeavour to determine overall student satisfaction with the structure, assessment, and feedback of the course;
- Will be strictly confidential for all students.

The questionnaire will be distributed to the students who will then be asked to give their individual responses without consultation. All questionnaires will be collected when completed and the students thanked. The lecturer will be asked to acknowledge the assessment in his/her next meeting with their class.

4. Report

The Evaluation Report will provide a complete analysis of student responses to the questionnaire. Quantitative and qualitative feedback and results will be presented.

