

Evaluation of Teaching and Papers Policy



Responsibility for policy: Deputy Vice-Chancellor Academic

Approving authority: Academic Board

Last reviewed: July 2025

Next review: July 2030

Application

1. This policy applies to all paper convenors, Heads of School or equivalent and Associate Deans Academic or equivalent of the University of Waikato.

Purpose

2. The purpose of this policy is to:
 - a. ensure all students have the opportunity to provide feedback on their educational experiences
 - b. ensure student feedback informs the University's processes for monitoring, reviewing and improving teaching and learning activities
 - c. set out the responsibilities of paper convenors, Heads of School or equivalent and Associate Deans Academic or equivalent with respect to regular student evaluations of teaching and papers, and the promotion of high-quality teaching and learning experiences, and
 - d. demonstrate a commitment to continuous improvement and the recognition of excellence.

Related documents

3. The following documents set out further information relevant to this policy:
 - [Academic Staff Advancement and Promotions](#)
 - [Guidelines for the Student Evaluation of Teaching and Papers](#)
 - [Paper Outline Policy](#)
 - [Staff Performance and Development Policy](#)
 - [Tertiary Teaching Expectations Framework](#)

Responsibilities

4. Paper convenors are required to:
 - a. conduct a paper evaluation and a teaching evaluation for every occurrence of each paper for which they are responsible, in accordance with the current [Guidelines for the Student Evaluation of Teaching and Papers](#), and
 - b. include in a subsequent Paper Outline a summary of any changes that have been made to the paper in response to the results of the most recently available student evaluations.
5. Heads of School or equivalent and Associate Deans Academic or equivalent are required to:
 - a. ensure that the cycle of evaluations required under clause 4 of this policy is implemented
 - b. utilise evaluation data in the continuous improvement of academic offerings, and
 - c. take the evaluation data for staff in their School or equivalent into account in their discussions with staff about professional goal-setting and professional development opportunities.

6. Taking account of the evaluation data for papers and staff in their Division, Associate Deans Academic or equivalent are required to report annually to the Education Committee on the implementation of this policy in their Division.

Responsibility for monitoring compliance

7. The Deputy Vice-Chancellor Academic is responsible for monitoring compliance with this policy and reporting any breaches to the Vice-Chancellor.
8. Breaches of this policy may result in disciplinary action under the [Staff Code of Conduct](#).

Notes

1. The term 'School' in this policy includes Faculties and the term 'Head of School' includes Deans.
2. An equivalent for Head of School or Associate Dean Academic in this policy refers to a staff member with similar responsibilities under this policy where those specific titles are not used.