



SPECIFIC PROCEDURE
TEACHER EVALUATION

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1. OBJECT AND SCOPE	This procedure is for the teachers' teaching assessment to establish the methodology followed by the Evaluation, Quality and Study Plans Service in the administrative process.		
2. REFERENCE DOCUMENTS	Dagon University Proposed Quality Manual General process for the evaluation is approved by the university Senate council		
3. DEFINITIONS	Acronyms		
		QAO	Dagon University QA office
		PQA	President of QA team
		RQA	Two representatives of QA team from each Depts
		HD	Head of Department
		SRQA	QA team Student-representatives
4. DEVELOPMENT			
4.1. Planning and Evaluation through student opinion surveys			
No	Activity	Who	Record generated
1	Planning of the evaluation process through student opinion surveys	QA team	
2	Face-to-face evaluation of undergraduate subjects	Student-representatives	
3	Control during the development of the process	QA team	
4	Preparation of Reports and Evaluation Results	Rector (President of QA team)	Document
4.1.1. Planning of the evaluation process through student opinion surveys			
No	Activity	Who	Record generated
1	Inform about the implementation of the process and request the permission	Rector (President of QA team)	Document
2	Coordinate with the respective heads of the departments about the implementation of the process	QA team	
3	Set up the surveys	QA members from the respective department	
4	Introduce the process to the students who are going to take part in	QA members from the respective department	
4.1.2. Face-to-face evaluation of undergraduate subjects			
No	Activity	Who	Record generated
1	Planning face-to-face assessment visits	Heads of the respective departments	
2	Selection of the student-representatives	Heads of the respective departments	
3	Prepare and distribute material	QA members from the respective department	
4	Control during the development of the process	QA members from the respective department	



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5	Management of generated documentation and remaining material	QA members from the respective department	
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4.1.2.1. Planning of face-to-face assessment visits

No	Activity	Who	Record generated
1	Inform the University Community about the orientation of the program selection	QA team	Senate/meeting
2	Prepare Excel templates for scheduling	ICT unit of QA team	
4	Setting the Visitor Quadrant	QA team	Document
5	Communication to Faculty Deans	QA team	Document
6	Communication to teachers	QA team	Document
7	Reception and study of incidences	QA team	Document
8	Establish definitive planning	QA team	Document

4.1.2.2. Selection of student representatives

No	Activity	Who	Record generated
1	Norminate the students	Heads of the respective departments	Document
2	Briefing to student-representatives	QA team	

Preparing and distributing materials

No	Activity	Who	Record generated
1	Materials need for surveys	QA team	
2	Purchase of the required materials	QA team	
3	Distribute material among departments	QA members from the respective department	

4.1.2.3. Control during the development of the process

No	Activity	Who	Record generated
1	Coordination with facultystaff for process management	QA team	

4.1.2.4. Management of generated documentation and remaining material

No	Activity	Who	Record generated
1	Collecting the surveys results	QA members from the respective department	
2	Collection of the remaining materials from the departments	QA members from the respective department	
3	Store remaining material for future processes	QA team	
4	Control of withdrawal of documentation and material from the departments	QA team	

4.1.3. Control during the development of the process

No	Activity	Who	Record generated
1	Study the incidences that appear	QA members from the respective department	

4.1.4. Preparation of Reports and Certificates of Teaching Evaluation Results



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No	Activity	Who	Record generated
1	Carrying out the statistical study and launch the script to prepare the reports and, through the “Documenta system”, make the results of the surveys accessible to all teachers.	QA members from the respective department	
2	Communicating to all departments about the reports which are available and, giving them time to considering the results	QA team	
3	Preparation of final reports	QA team	
4	Preparation of reports for academic decision-makers	QA team	
5	Preparation of a global report for the Rectorate	QA team	