

## **Appendix E-2 The Forms of Teaching Quality Evaluation**



## **Measures of Shanghai University of Engineering Science for the Implementation of Course Teaching Quality Evaluation**

Teaching is the central part of university education, and quality is the eternal theme of teaching. Course teaching is the most important and basic part of colleges and universities, and it is an important guarantee for creating an excellent teaching, academic and learning environment, and training qualified personnel with comprehensive development of morality, intelligence, and physical fitness. The purpose of course teaching quality evaluation is to objectively, accurately and scientifically evaluate course teaching quality. It is the core of teaching quality management and also the key to continuously improving teaching quality. These Measures are hereby formulated to further improve teaching quality, regulate and improve the teaching quality management system.

### **I. Purpose of Evaluation**

- i To continuously improve the classroom teaching inspection and evaluation mechanism to ensure scientific, institutionalized, standardized and regular evaluation.
- ii To scientifically evaluate course teaching quality, continuously collect, analyze, and integrate the University's feedback information on teaching and teaching quality to provide teaching managers with a basis for decision-making, thereby further improving the quality of teaching.
- iii To gradually establish an effective incentive mechanism to provide a basis for the appraisal on faculty members<sup>5</sup> posts and professional titles and annual
- iv To strengthen teaching management and supervision, maintain normal teaching order, and create an excellent teaching, academic and learning environment.
- v To gradually establish and improve the faculty evaluation information database to promote faculty growth and development.

### **II. Evaluation Principle**

A comprehensive comprehensive evaluation shall be carried out based on the principles of science, objectivity, openness and fairness.

### **III. Organizational Management**

- i The evaluation of course teaching quality shall be led by the Vice President in charge. The Teaching Steering Committee of the University shall be responsible for



guidance and supervision.

ii The evaluation of course teaching quality shall be carried out at the university and school/college levels. The Dean's Office shall be responsible for the university-level evaluation of course teaching quality, and the school/college-level quality evaluation shall be organized and implemented by the heads of the secondary schools and colleges.

#### **IV. Breakdown of Inspection and Evaluation**

Inspection and evaluation shall be divided into inspection and evaluation by the Teaching Supervision Team, inspection and evaluation by the leaders of the secondary schools and colleges (teaching divisions/centers) and teaching teams, and student evaluation.

#### **V. Steps in Evaluation Implementation**

i The teaching quality evaluation shall consist of inspection and evaluation.

The teaching quality inspection shall cover the entire teaching process and all procedures. The teaching quality inspection shall be carried out before the end of each semester.

ii The university-level teaching quality inspection shall be the responsibility of the Teaching Quality Section. University-level teaching quality inspections shall be divided into routine inspections and key inspections.

Routine inspections: student registration, teaching order at the beginning of a semester, teaching before and after holidays, daily teaching, assessment (test), internship, experiment (practical training), graduation project (thesis), class visiting by the leaders of the University and the secondary schools and colleges (teaching divisions) and the experts of the Teaching Supervision Team.

Key inspections: before the appointment of faculty members for professional titles, teaching competitions and selections, where problems found in routine inspections, and where negative comments made by students or faculty members.

iii The teaching quality inspection of the secondary schools and colleges (teaching divisions/centers) shall be the responsibility of the Office in accordance with the relevant regulations of the University.

iv A summary shall be made after the inspection, and the Teaching Quality Section of the Dean's Office shall prepare a teaching briefing.

v Teaching briefings and inspection summaries shall clearly indicate areas for improvement. Teaching supervisors at all levels shall be responsible for supervising



and making improvements.

#### **VI. Feedback on Evaluation Results**

Evaluation results shall be fed back to relevant leaders of the University and the secondary schools and colleges (teaching divisions/centers) by the Dean's Office. The secondary schools and colleges (teaching divisions/centers) shall give feedback to each faculty member in an appropriate form. Faculty members can check the opinions of supervisors, leaders, peers and students on teaching on the teaching management system.

#### **VII. Evaluation Results and Rewards and Punishments**

i The secondary schools and colleges (teaching divisions/centers) shall formulate supporting measures for the assessment on faculty members and the allocation of class allowances based on these Measures and actual conditions.

ii Faculty members whose teaching quality is assessed as "Bad" must suspend their qualifications for teaching the course concerned.

iii Faculty members whose teaching quality is assessed as "Poor" must take corrective measures within a time limit.

It is required to regain the qualification for teaching the course. For details, refer to the Measures of Shanghai University of Engineering Science for the Recognition of Qualifications of Faculty Members.

#### **VIII. The Dean's Office shall be responsible for the interpretation of these Measures.**

These Measures shall come into effect as of September 1, 2015.

The original Measures for the Implementation of Course Teaching Quality Evaluation (HU GONG CHENG JIAO [2006] No. 76) shall be repealed simultaneously.