

## THE CHINESE UNIVERSITY OF HONG KONG

### Guidelines on Course and Teaching Evaluation

- (1) As a means to enhance the quality of teaching in the University, Course and Teaching Evaluation (CTE) is conducted as a compulsory exercise. CTE results are used as one element of input for academic staff appraisal.
- (2) CTE should be conducted by programmes for all undergraduate and postgraduate courses registered in the Chinese University Student Information System (CUSIS) except for classes with five or less students when anonymity of responses becomes a concern. The CTE is also applicable to sub-degree programmes at Qualifications Framework Level 4 or above.
- (3) All course and teaching evaluations must be anonymous, and the identity of the respondents will not be traced.
- (4) The CTE questionnaire comprises two parts: Part A is common across the University while individual programmes may tag on a programme-specific Part B of either forced choice or open-ended questions.
- (5) The CTE questionnaire responses are centrally processed and stored at the Central Course and Teaching Evaluation (CCTE) System website: <https://www.cuhk.edu.hk/proj/ccte>. The CCTE System is implemented with effect from the 2013-14 academic year. CTE results should be input, confirmed and submitted to the CCTE System by the course offering department/unit.
- (6) With effect from 2019-20, Online CTE has been implemented for Part A. Only students who have formally enrolled in a course will be eligible to complete the Online CTE. ITSC will support and monitor the operation of Online CTE.
- (7) Each Faculty of the University is responsible for the implementation of CTE evaluation, including the design of Part B of the questionnaire, administration of the exercise and analysis of the results of Part B.
- (8) Results of the close-ended items used in the CTE questionnaires are to be made known to students through controlled access. The mode and timing of releasing the results are to be decided by the Faculties. Results of the open-ended items shall not be made known to students.
- (9) The Faculties and ITSC must exercise due care in the collection of CTE data from students and in the handling of such data and the results of the CTE, in compliance with the requirements of the Personal Data (Privacy) Ordinance including but not limited to the precaution that CTE results must not be displayed publicly in any manner whereby it is possible to identify the individual teachers concerned, and that security measures must be taken diligently by the Faculties/Departments/ITSC to prevent public access to CTE results.

- (10) Teachers, teaching assistants, or graduate assistants who participate in the teaching of the course shall not be present while students are completing the CTE questionnaires and they should not be assigned to collect the completed questionnaires.
- (11) Disinterested third parties, e.g. clerks, technicians, teaching assistants who have not participated in the teaching of the course concerned, shall be designated to collect the completed questionnaires.
- (12) Evaluation of the tutorials, if any, of a course could also be included in the CTE exercise.
- (13) The content of the questionnaire used for CTE and the implementation of the exercise itself should be discussed from time to time at the Staff-Student Consultative Committee of the Department Board or Faculty Board as the case may be.
- (14) With a view to deliberating on the general directions for course/programme improvements, the results of CTE should be discussed in general terms in the Staff-Student Consultative Committee of the Department Board or Faculty Board as the case may be, on the proviso that no discussion should be held on the CTE performance of individual teachers or students in these particular meetings.

[Approved by the Senate Committee on Teaching and Learning at its First Meeting (2019-20) held on 25 October 2019.]