

# **Yunnan College of Business Management**

**Document No. [2023]**

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## **Notice on Issuing the Measures for the Implementation and Management of Student Evaluation of Teaching at Yunnan College of Business Management**

All Affiliated Units of the College: The Measures for the Implementation and Management of Student Evaluation of Teaching at Yunnan College of Business Management are hereby issued. Please earnestly implement the provisions herein.

Yunnan College of Business Management

July 20, 2023

# **Measures for the Implementation and Management of Student Evaluation of Teaching at Yunnan College of Business Management**

## **Chapter 1 General Provisions**

Article 1 To further strengthen the awareness of teaching quality, improve the college's teaching quality monitoring and evaluation system, give full play to the positive role of students in evaluating teachers' classroom teaching, promote teachers to continuously enhance their teaching capabilities, and improve the quality of talent cultivation, these Measures are formulated in light of the actual situation of the college.

## **Chapter 2 Evaluation Principles**

Article 2 Guided by students' learning outcomes, the concept of "student-centered, outcome-oriented, and continuous improvement" shall be integrated throughout the entire process of teaching quality evaluation. The purpose is to encourage students to study diligently, guide teachers to dedicate themselves to teaching and educating people, and continuously improve curriculum teaching quality, so as to truly achieve the goals of "enhancing course quality, strengthening teacher competence, keeping students engaged, tightening management standards, and ensuring tangible results".

## **Chapter 3 Scope and Objects of Evaluation**

Article 3 The scope of evaluation covers all courses specified in the talent training program, including theoretical courses, experimental courses, art courses, physical education courses, as well as graduation internships and graduation theses. The objects of evaluation are full-time in-college teachers and part-time teachers who undertake classroom teaching tasks; the evaluators are all registered on-campus students who have completed the course studies.

## **Chapter 4 Contents of Evaluation**

Article 4 In accordance with the differences in the nature of the evaluated courses and teachers' teaching methods, the evaluation contents shall focus on the achievement of curriculum objectives and revolve around teachers' teaching performance and students' learning outcomes. The key evaluation aspects include teachers' professional ethics and conduct, teaching attitude, teaching content, teaching methods, and teaching effects.

## **Chapter 5 Organization and Implementation of Evaluation**

Article 5 The student evaluation of teaching shall be conducted once per semester, during the 19th to 20th teaching weeks. The evaluation results shall mainly be used by the college, secondary schools, and teachers to fully understand students' overall assessment of classroom teaching effects and facilitate continuous improvement.

Article 6 The Teaching Affairs Department shall be responsible for organizing and analyzing the student evaluation of teaching work across the college. Each secondary school shall actively cooperate by conducting publicity and mobilization for the student evaluation work within its jurisdiction, fully organizing students to study the evaluation management measures and evaluation indicator contents, guiding students to think carefully, adopt a correct attitude, and understand the significance of the evaluation work, so as to complete the evaluation task on time.

Article 7 The student evaluation of teaching shall be carried out through an online platform. Students shall log in to the Academic Administration System, enter the "Teaching Evaluation" module, and evaluate the classroom teaching performance of the teachers for the current semester item by item in accordance with the evaluation indicators. Students who fail to complete the evaluation within the specified time shall not be allowed to access the system to check their final exam results or participate in the next round of online course selection.

### **Chapter 6 Confirmation of Evaluation Results**

Article 8 The results of student evaluation of teaching shall be based on the courses taught by each teacher, with scores calculated on a 100-point scale.

Article 9 For teachers who offer multiple courses in the same semester, their overall teaching evaluation result shall be the average score of all the courses they teach in that semester. The evaluation results are classified into five grades based on the scores, with the corresponding standards as follows:

- Excellent:  $\geq 90$  points
- Good:  $\geq 80$  points and  $< 90$  points
- Qualified:  $\geq 70$  points and  $< 80$  points
- Basically Qualified:  $\geq 60$  points and  $< 70$  points
- Unqualified:  $< 60$  points

Article 10 If a teacher violates teachers' professional ethics during classroom teaching, his/her teaching evaluation result for the academic year shall be determined as "Unqualified". If a teacher causes a serious or major teaching liability accident during classroom teaching in a semester, the teaching evaluation result for the course involved in the accident shall be determined as 0 points.

Article 11 To ensure the objectivity and rationality of the student evaluation of teaching work and fully protect teachers' rights and interests, the following student evaluation results shall not be adopted:

1. Evaluation results from students who are absent from a course without valid reasons for more than 1/3 of the total class hours and fail to correct their behavior after being reminded by the course instructor and the secondary school they belong to;
2. Evaluation results from students who are deliberately pandered to or induced by teachers to give high scores (verified to be true);
3. Evaluation results from students who engage in intentional or malicious evaluation behaviors (verified to be true).

### **Chapter 7 Application of Evaluation Results**

Article 12 The Teaching Affairs Department shall be responsible for conducting

statistical analysis of the evaluation scores, formulating a student evaluation of teaching analysis report, and feeding back the statistical results to each secondary school, the Supervision Office, the Quality Assessment Center, and relevant functional departments on a semesterly basis. The evaluation results of teachers' classroom teaching quality shall serve as the basis for teachers' annual assessment, selection of excellent teaching performances, awards, and professional title evaluation and appointment. The evaluation results of new teachers in their first year of teaching and probationary teachers shall be for reference only.

Article 13 Each secondary teaching unit shall exercise its autonomy: for teachers with high evaluation scores and excellent teaching effects, other teachers shall be encouraged and organized to observe and learn from their teaching practices, and such teachers shall be given priority in recommending them to participate in the college's teaching competitions. For teachers with low evaluation scores or whose evaluation results are "Basically Qualified" or "Unqualified", the secondary school they belong to shall arrange teaching supervisors to provide teaching guidance and assign experienced teachers to offer one-on-one support, with the support period not less than one semester.

Article 14 In-college full-time teachers who are evaluated as "Unqualified" for two consecutive semesters may be suspended from teaching, with the suspension period not less than one semester. During the suspension period, the teachers shall not receive post allowances. The Teacher Development Center, together with the secondary school where the teacher belongs, shall provide conditions to assist the teacher in making rectifications and improving their teaching. After the suspension period expires, the teacher may resume teaching only after passing the assessment organized by the Teacher Development Center. If the teacher still fails the assessment or the teaching evaluation result remains "Unqualified" after resuming teaching, the Human Resources Department may make decisions on job transfer or other appropriate arrangements based on specific circumstances. Part-time teachers who are evaluated as "Unqualified" for two consecutive semesters shall be dismissed by the college.

### **Chapter 8 Appeal and Archiving of Evaluation Results**

Article 15 Two-level appeal handling institutions (at the college and secondary school levels) shall be established to handle appeals filed by teachers who have objections to the evaluation results.

Article 16 If a teacher has an objection to the student evaluation result, he/she may submit a written appeal application to the secondary school he/she belongs to within 3 working days after the release of the evaluation result. If the secondary school verifies the validity of the appeal, it may submit an application for revising the evaluation result to the college. Appeals filed without valid reasons or beyond the specified time limit shall not be accepted. If the teacher does not agree with the handling decision of the secondary school, he/she may submit a written review application to the Teaching Affairs Department within 3 working days from the date of receiving the reply. The Teaching Affairs Department shall conduct a re-verification and investigation, report to the Teaching Work Steering Committee for

collective deliberation, and formulate a review decision. Reviews filed without valid reasons or beyond the specified time limit shall not be accepted.

Article 17 The basic data of teaching evaluation shall be archived for 5 years, with a reference period of 3 years.

#### **Chapter 9 Supplementary Provisions**

Article 18 These Measures shall be interpreted by the Teaching Affairs Department and shall come into force as of the date of issuance.

Issued by Yunnan College of Business Management  
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