

Translation of a Form Letter

by Vize President Prof. Dr. Martina Blasberg-Kuhnke
 and Prof. Dr. Thomas Staufenbiel (15 Feb 2010)

Procedure of Course Evaluation

Quality assurance and improvement in quality of academic studies and teaching is considered to be an important business at the University of Osnabrück. To detect excellences and shortcomings and to ensure or enhance high quality, course evaluation is an important instrument. Since summersemester 2006 part of this quality assurance is a periodic university-wide course evaluation using student evaluations. More than 1800 courses have been evaluated so far.

To settle basic conditions of course evaluation the order of procedure of course evaluation ("Ordnung zur Durchführung der studentischen Lehrveranstaltungsbeurteilung") was passed by the Academic Senate in November 2005. For performance of resulting duties the "Teaching Evaluation Service Point" was instituted in the Department of Psychology.

At 25 Apr 2006 the "Central Committee of Academic Studies and Teaching" (ZSK) decided on the below-mentioned rotation schedule. Accordingly each semester three to four departments are scheduled to be evaluated. These departments are obligated to evaluate the courses in that semester mentioned. In addition course evaluation can be carried out voluntarily at any time independent of periodic course evaluation.

Group	Semester	Department
I	SS 2009	FB1 (Sozialwissenschaften) FB9 (Wirtschaftswissenschaften) FB10 (Rechtswissenschaften)
II	WS 2009/10	FB4 (Physik) FB5 (Biologie/Chemie) FB6 (Mathematik/Informatik) FB7 (Sprach- und Literaturwissenschaften) Sprachkurse des Sprachenzentrums
III	SS 2010	FB2 (Kultur- und Geowissenschaften) FB3 (Erziehungs- und Kulturwissenschaften) FB8 (Humanwissenschaften)
I	WS 2010/11	and so on

The evaluation procedure for a department that has to be evaluated according to the rotation schedule is settled as follows:

- Before start of term the Teaching Evaluation Service Point gets a list out of Stud.IP containing all lecturers of the departments mentioned. This list is submitted to the Dean for Students in order to verify it. The Dean for Students has to make sure that the verified list contains all lecturers of the department (i.e. at least all professors,

members of the mid-level faculty and visiting lecturers who hold one course minimum at the semester mentioned).

- The Teaching Evaluation Service Point then posts the list containing all lecturers on the internet.
- At the start of term the Teaching Evaluation Service Point informs the lecturers via e-mail about their duty to evaluate their courses. Also the Teaching Evaluation Service Point points to an internet page where the registration for course evaluation has to be carried out. On this internet page the lecturers specify the evaluation mode (online or paper and pencil), the questionnaires that shall be used, the language and so on.
- Lecturers then receive the needed questionnaires (the TANs for online evaluation respectively) and information about how to carry out the evaluation without delay.
- About six weeks after start of term the Teaching Evaluation Service Point submits the Dean for Students a list of all lecturers and their registered courses for evaluation by then. The Dean of Students is obliged to respond to this information and to indicate the lecturers' duty to take part in course evaluation.
- Lecturers carry out the course evaluation early, so that there is enough time to give feedback and to discuss the results with their students. Thus on a weekly basis of a course it would be three weeks before end of lecture period at the latest. Lecturers have to preserve the students' anonymity under all circumstances. This holds true even if the students' identities could be determined via their handwritten comments.
- Lecturers send the evaluation forms (paper and pencil) including a leaflet back to the Teaching Evaluation Service Point via internal mail. The Teaching Evaluation Service Point will analyse the data, and within few days lecturers will receive the results report. According to demands of the order of course evaluation six completed forms at minimum are required to analyse data. Furthermore the Teaching Evaluation Service Point records participation of lecturers in course evaluation.
- Lecturers present the evaluation results and discuss them with their students.
- At the end of term the Teaching Evaluation Service Point posts on the internet which lecturers participated (not) in course evaluation and whether a results report could be provided.

Servicestelle
Lehrevaluation

Universität Osnabrück · FB 8 · D-49069 Osnabrück

Vizepräsidentin für Studium und Lehre
Prof. Dr. Martina Blasberg-Kuhnke
Tel.: (0541) 969-4795
Email: vp.sl@uni-osnabrueck.de

Servicestelle Lehrevaluation
Prof. Dr. Thomas Staufenbiel
Tel.: (0541) 969-4512
Email: thomas.staufenbiel@uni-osnabrueck.de

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Evaluation der Lehrveranstaltungen

Sehr geehrte Damen und Herren,

anbei senden wir Ihnen zur Kenntnis noch einmal zusammengefasst das Prozedere, mit dem aktuell die Evaluationen der Lehrveranstaltungen durch die Studierenden durchgeführt werden. Es fasst nochmals den Ablauf und die Verantwortlichkeiten aller Beteiligten an dem Prozess zusammen.

Falls Sie Fragen oder Anregungen haben, können Sie sich gerne an uns wenden.

Mit freundlichen Grüßen



Prof. Dr. Martina Blasberg-Kuhnke
Vizepräsidentin für Studium und Lehre



Prof. Dr. Thomas Staufenbiel
Leiter Servicestelle Lehrevaluation