



Policy Document Owner	Director of Teaching and Learning
Responsible body/person	Academic Board
Approval date	6 March 2026
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Superseded documents	N/A
Related documents	Courses Policy, Course Review and Reaccreditation Policy, Course Review and Reaccreditation Procedure
Related HE Standards	5.3
Student Lifecycle Stage/s	N/A

1. PURPOSE

To outline the procedures for an annual Course evaluation.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. STEPS

STEP 1 APPOINTMENT OF STAFF

The annual evaluation is undertaken by an AUT staff member appointed by the Vice-Chancellor. Normally, the Director of Teaching and Learning undertakes the evaluation for Coursework awards, and the Deputy Vice-Chancellor (Research) undertakes the evaluation for Research awards.

STEP 2 CONDUCT OF EVALUATION

2.1 Scope of evaluation

The appointed staff are to consider the quality of teaching (and supervision of research students, where relevant), student progress, and the overall delivery of units within courses of study.

While all Courses are evaluated annually, Courses may be evaluated individually or in clusters of related Courses (for example, nested Courses).

2.2 Evidence to be assessed

2.2.1 Coursework Courses

- Course outline
- QILT data (AUT Quality Team)



- USES data (AUT Quality Team)
- Summary Moderation reports
- Summary Student feedback reports (AUT Quality Team)
- Any actions implemented in response to concerns or opportunities for improvement identified in previous evaluations and student feedback

2.2.2 Research Courses

- Course outline
- Summary of APRs
- QILT data (AUT Quality Team)
- Any actions implemented in response to concerns or opportunities for improvement identified in previous evaluations and student feedback

STEP 3 REPORTING

- 3.1 Based on their evaluation, the Director of Teaching and Learning or Deputy Vice-Chancellor (Research) submits a report to the relevant committee (**Teaching and Learning Committee** or **Research Committee**, respectively), including any specific recommendations.
- 3.2 Teaching and Learning Committee or Research Committee, determine what action(s), if any, are to be taken, liaising with **Academic Quality Committee**, as required.
- 3.3 Teaching and Learning Committee or Research Committee will report to Academic Board regarding the completion of annual course evaluations. Where there is a need to make recommendations for corrective action or improvement that can not be dealt with by the Teaching and Learning Committee or Research Committee, they will also include any such recommendations when reporting to the Academic Board.
- 3.4 Academic Board may request further information from Teaching and Learning Committee or Research Committee, as required.
- 3.5 The Academic Board, after being advised of the completion of the annual course evaluations and provided that it is satisfied with the conduct of the evaluations, shall adopt a resolution affirming the appropriate implementation of this *Procedure* in relation to the courses evaluated.
- 3.6 The annual Course Evaluations, and actions taken as a result, inform the comprehensive Course Reviews.



4. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board / Board of Directors	28 October 2022 / 14 November 2022	14 November 2022	Initial document approval
2	Vice-Chancellor	June 2025	June 2025	New policy format, minor editorial updates to implement university status.
3	Academic Board	6 March 2026	6 March 2026	Scheduled review. Addition of requirement for AB to be advised when reviews have been completed, and for AB to note this and affirm that the Procedure has been appropriately implemented each year. Minor updates to terminology.

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