Approving University Official(s): Academic Council
Responsible Unit: Governance, Regulatory, and Government Affairs
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Student Evaluation of Courses and Course Instructors Policy

Purpose

This policy establishes a comprehensive framework for end-of-course evaluations at Yorkville University ("Yorkville") and its affiliates, including Toronto Film School. Student evaluation of courses and instructors is an essential element of the institution's quality assurance processes. The feedback supports continuous improvement in course design, delivery, and pedagogy; ensures accountability in teaching and learning; and meets the academic quality standards set by provincial quality assurance bodies across Canada.

Student feedback gathered through this process is a key input into:

- Quality assurance activities related to the Course Review and Renewal Policy, Program Review Policy, and Organizational Review Policy.
- Academic planning and regulatory reporting.
- Institutional accreditation and self-study processes.
- The design and delivery of faculty professional development opportunities.
- Faculty performance reviews and professional development conversations, in accordance with established faculty performance frameworks.

Scope

This policy applies to all students, faculty members, academic leaders, and administrative staff involved in the delivery and oversight of Yorkville courses.

Definitions

Academic Leadership – The group responsible for overall management of the academic mission of Yorkville. Academic leadership includes the provost and members of the provost's Academic Leadership Team.

Aggregate Program Data – Institution-level data used for internal and external quality assurance reporting.

Core Questions – A common set of institution-wide evaluation prompts designed to assess instructional quality, student engagement, course experience, and course content.

Course: For the purposes of this policy, a single offering or section of any graduate or undergraduate course included in the curriculum of a degree, diploma, or certificate program offered by Yorkville.

Course lead – A member of faculty responsible for continuous quality assurance and/or coordination of delivery of multiple sections of a course.

Curriculum Committee – The committee of a degree program that fulfills the academic governance requirements assigned by the Program Governance Procedures – Curriculum Committee under the Program Governance Policy – General Requirements.

End-of-Course Survey – A standardized evaluation completed by students at the conclusion of each course, composed of a mixture of Core and Program-Specific Questions.

Faculty member – An employee – sessional, full-time, or part-time - whose primary duties include teaching and advising students, participating in curriculum development, review and renewal, contributing to the governance of the academic program, campus, and university, and maintaining an active program of scholarly endeavours.

Instructor Report – A summary of anonymized student feedback made available to the faculty member after final grades are submitted.

Learning Design team – The department reporting to the Vice President Teaching and Learning that facilitates best practices in curriculum design and delivery.

Program Specific Questions – Additional survey items that reflect the distinctive learning outcomes or priorities of individual programs or faculties.

Student – Any person who is: registered in one or more courses (whether in-person or remotely) as full-time, part-time, or special student status in a Yorkville or Toronto Film School course of study; and/or engaged in any academic work that leads to the assigning of a mark, grade, or statement of performance by the appropriate authority within Yorkville or the Toronto Film School; and/or is between sessions or on an approved leave of absence from study.

"Yorkville University" and "Yorkville" – Means Yorkville University, the Toronto Film School, and any other institutions affiliated with Yorkville Education LP.

Policy Statement

1. **Single course evaluation system**:

   There shall be a single Yorkville course evaluation system for collecting data from students in all courses. The system shall be administered centrally by a unit and via technologies and processes identified in Student End of Course Survey Procedures.

2. **Standardized survey**:

- Yorkville shall provide opportunities for students to complete a standardized Student End of Course Survey for each course they are enrolled in, regardless of program, campus, or modality (online, blended, on-campus).

- The standardized survey shall include both core questions and program specific questions. The proportion of the survey devoted to each type of question is identified in Student End of Course Surveys Procedures.

- The core survey instrument and any substantive revisions shall be reviewed and approved by the Academic Council, based on recommendations from the Senior Vice President for Governance, Regulatory, and Government Affairs, following consultation with institutional quality assurance and academic leadership.

- The standardized survey shall be administered electronically in the final quarter of a course using technology and processes identified in Student End of Course Surveys Procedures.

- Student participation in end of course surveys shall be monitored and the unit responsible for the course evaluation system shall take action to maximize participation.

- Processes for designing, administering, and maintaining the standardized student end of course survey are described in Student End of Course Surveys Procedures.

3. **Ethical conduct of surveys**:

The administration of student end of course surveys shall be ethically conducted. This includes:

- Informing students of the purposes of the surveys and the uses to which the data collected will be used.
- Maximizing students' autonomy and independence while completing the surveys by ensuring that faculty members do not administer the surveys and are not present when students complete the surveys.
- Protecting the confidentiality of individual students by not collecting or reporting personally identifiable information and/or by anonymizing information and/or by reporting results in aggregate.
- Reporting anonymized and aggregated results of surveys to instructors and academic leadership only after course grades have been finalized in the Student Information System.

4. **Communication of and access to survey results:**

- Results of student end of course surveys shall be reported in a timely manner following finalization of course grades.
- Reports of results shall include summaries of responses to survey questions aggregated at the course level. Reasonable efforts shall be made to anonymize reports of open-ended feedback.

- The results of student end of course surveys shall be communicated, distributed, or made available to instructors, students, academic leadership, program curriculum committees, Learning Design, and others as set out in Student End of Course Surveys Procedures.
- The results of student end of course surveys shall be provided to provincial quality assurance bodies and ministries responsible for private degree-granting institutions upon request.
- Aggregated results and anonymized responses to open-ended question may be used to promote Yorkville to the public and potential students.

Related Information

- Student End of Course Surveys Procedures.
- Course Review and Renewal Policy and Procedures.
- Program Review Policy and Procedures.
- Organizational Review Policy and Procedures.

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Academic Governance Office
Email: academicgovernance@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	March 1, 2009	New policy	President
1.1	November 14, 2019	Sections changed	President
1.2	July 3, 2025	Definition, Policy Statement	Academic Council
1.3	September 25, 2025	Updated to new template	-