

## OP9500 ADMINISTRATION OF STUDENT ASSESSMENT OF TEACHING

Records documenting the administration of students' assessments of teaching by the Office of the University Registrar at the University.

Includes the generating of assessment forms, and coordinating the dispersal and collection of assessment forms.

Also includes the analysis of assessment data, and the production of quantitative analyses of results for instructors.

Also includes the distribution of aggregated data to departments and other academic units during the internal academic review process.

Used for the University Student Assessment of Teaching (USAT).

Not used for the development of student assessment of teaching surveys.

Not used for the student assessment of teaching policies, mandates, and terms of reference.

Example documents: lists of courses and instructors to be evaluated, assessment forms, memoranda, data analysis documentation, correspondence.

*Correspondence includes paper, email and other electronic communication.*

### OPR - University Registrar

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
21	<b>Deans/ Department Heads' USAT Reference Materials (Duplicates)</b>	AY + 1	2	DP	PIB
<i>Disposition Plans: Final student evaluations and related records residing in departmental offices to follow the same retention period as -30.</i>					
30	<b>Student Assessment of Teaching - Files</b>	AY + 1	2	DP	PIB
<i>Disposition Plans: Personal information purged from records and hard copies transferred to database for permanent retention.</i>					
40	<b>University Student Assessment of Teaching Database</b>	AY + 1	9	AR	NO

## GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank