

Approved at the rectory

meeting N 41/18

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YEREVAN STATE MEDICAL UNIVERSITY AFTER MKHITAR HERATSI

Procedure for periodic evaluation of teaching staff and chairs by students

1. General provisions

- 1.1 This procedure regulates the evaluation of "M. Heratsi State Medical University of Yerevan" foundation (hereinafter the University) teaching staff and the educational process organization in the chairs by students.
- 1.2 The "The lecturer through the students' eyes" electronic program is used for the purpose of evaluation (Appendix 1: Description of the electronic program of "The lecturer through the students' eyes" survey).

2. Information required for the survey

- 2.1 Every semester, each chair sends to the Head of the Center for Assessment and Quality Assurance of Education a report on the actual workload of the lecturers during the previous semester through the Mulberry electronic document circulation system: the workload of the spring semester - by September 10 and the workload of the autumn semester - by February 10 (Appendix 2).

3. Lecturer evaluation process

- 3.1 The survey is carried out every semester by the employees of the Center for Evaluation and Assurance of the Quality of Education of the University.
- 3.2 The survey is conducted among students of all faculties of the University.

- 3.3 Each student receives his password randomly, with the help of which he gets the opportunity to enter the electronic system “The lecturer through the students' eyes” and participate in the survey online.
- 3.4 The electronic program includes both closed and open questions (description in Appendix 1).
- 3.5 The student evaluates the work of the lecturer and chair in the relevant fields of the electronic program, evaluating the activity with a “1 to 5” point system.
- 3.6 The program is open for evaluation by students for one month
- 3.7 Students can also submit their written suggestions and complaints through the electronic program in a special line.

4. Summary of results and accountability

- 4.1 The results summary mechanism and evaluation criteria are described in Appendix 1.
- 4.2 The results of the survey are sent to the relevant chairs within 20 days after the end of the survey through the electronic document circulation system "Mulberry" (Appendix 3).
- 4.3 In case of need for additional information, the head of the chair or the lecturer may submit an application to the Head of the Center for Evaluation and Assurance of the Quality of Education of the University*
- 4.4 The results of the survey and the suggestions made by the students are subjected to statistical processing after each semester and are presented in the form of a report to the vice-rector for educational affairs of the University.

5. Final Provisions

- 5.1 The results of the survey can be used during the re-election of lecturers by the University's qualification council. In this case, the average of the grades received by the professors over the last 5 years is taken into account.
- 5.2 The results of the survey can be published on the university's website or used for other purposes in a summarized and generalized form.
- 5.3 The principle of confidentiality of personal data and provided information is maintained throughout the evaluation of the work of teaching staff and chairs by students, the survey is conducted anonymously.

The questions included in the electronic program may be modified based on the suggestions made by the beneficiaries to increase the surveys' efficiency.

* the request for additional information should not contradict clause 5.3 of this procedure