



EAST ASIA MANAGEMENT UNIVERSITY

Learn Innovate Success

Policy on Monitoring Course Delivery

1. Preamble

To ensure the quality of course delivery which enable student to achieve learning objective, EAMU is committed to rigorous practice where closed monitor is necessary.

2. Policy statement

policy is to ensure the effective delivery of programme curricula through daily and close monitoring of all classroom sessions, including lecturer attendance and performance evaluation so that the course outcomes are achieved.

3. Purpose

To ensure that lecturers are efficient, effective and committed in their teaching performance.

4. Student Evaluation

- i. Conduct and compile the Students Evaluations survey in class/online at Week 4 after the start-of-course (SOC).
- ii. Student Evaluations Survey Analysis Report would be prepared based on the compiled data.
- iii. The report should consist of recommended follow up action for the area that need improvement.
- iv. HOS will monitor the follow up during meeting with lecturer.
- v. Conduct student evaluation in class/online at week 8.

5. Management Sit-in

- i. HOS will schedule for experienced lecturer and cross faculty lecturers to conduct the management sit-ins at week 1 after start of Course.
- ii. After the sit-in both evaluator and lecturer will discuss the finding/feedback.
- iii. HOS may conduct a second management sit-ins at week 10 after start of course.
- iv. HOS will closely monitor lecturer's attendance in a timely consistence manner.

6. Monitoring on Lecturer performance

- i. HOS will monitor lecturer performance through but not limited to Class attendance, lecturer's attendance, student feedback, examination passing rate.
- ii. HOS must ensure that lecturer follows the guideline of EAMU on record attendance, teaching and learning meth.

iii. HOS must ensure the delivery is according to timeframe of the module/course.

7. Lecturer feedback on the course

At the end of the course, lecturer will give feedback through writing (Lecturer feedback form) to the HOS/QA dept.

The constructive feedback is focus on the lesson plan- content of the course, delivery pattern, assessments, student respond to each lesson and recommendation from lecturer.