

## TEACHING STAFF QUESTION BANK

Categories	Examples
<p><b>Teaching and Learning</b></p> <p>within the taught programme</p>	<ol style="list-style-type: none"> <li>1. Learning outcomes are presented at the beginning of each of my modules.</li> <li>2. Lecture materials are made available to students (hand-outs or online resources e.g. on Blackboard) on a timely basis.</li> <li>3. I encourage questions and discussions in my classes.</li> <li>4. Different teaching methods are used to accommodate diverse student needs, for example, International, Erasmus, Disability, Mature students.</li> <li>5. External guest lectures are invited to present to students.</li> <li>6. Student feedback from the evaluations of my taught modules informs the planning and delivery of my modules.</li> <li>7. My office hours are made available to my students each teaching term.</li> <li>8. There are opportunities in my modules for students to develop transferable skills such as:               <ol style="list-style-type: none"> <li>a. Oral communication skills</li> <li>b. Presentation skills</li> <li>c. Language skills</li> <li>d. Legal language skills</li> <li>e. Ability to work in small group settings</li> <li>f. Data analysis skills</li> <li>g. Analytical skills</li> <li>h. Problem solving skills</li> <li>i. Other</li> </ol> </li> </ol>
<p><b>Assessment</b></p> <p>within the taught programme</p>	<ol style="list-style-type: none"> <li>1. Module assessment and examination requirements are communicated to students early in the academic year.</li> <li>2. Assessment methods align with module learning outcomes.</li> <li>3. Feedback on assessments is provided to students within 20 working days of the due date for undergraduate students</li> <li>4. Feedback on assessments is provided to students within 30 working days of the due date for postgraduate students</li> <li>5. I am conscious of student workload when setting submission dates for assignments.</li> <li>6. A range of assessment methods are provided in my taught modules. Please tick all that apply:               <ol style="list-style-type: none"> <li>a. Oral presentation</li> <li>b. Group work/presentation</li> <li>c. Individual essay</li> <li>d. Term tests</li> <li>e. End of year exam</li> <li>f. Active service learning</li> </ol> </li> </ol>
<p><b>Resourcing</b></p> <p>within the programme</p>	<ol style="list-style-type: none"> <li>1. Classrooms/Venues are suitable for my teaching needs and student learning.</li> <li>2. AV equip/ICT quality in classrooms is suitable for my teaching needs and student learning.</li> <li>3. Computer labs are suitable for my teaching needs and student learning.</li> <li>4. There are sufficient flexible teaching and learning spaces to engage in active learning with students.</li> <li>5. The Library provides access to resources on my reading list each academic year.</li> <li>6. The use of online learning (Blackboard, Audio Recordings, Podcasts) is an integral part of my modules.</li> <li>7. TAs/Demonstrators are adequately prepared and effective in assisting students on my modules.</li> </ol>

	8. Timetabling, booking lecture rooms, booking tutorials is adequately supported for my teaching and learning requirements.
<b>Understanding of Programme Requirement</b>	<ol style="list-style-type: none"> <li>1. I understand how my module(s) relates to the objectives of the programme.</li> <li>2. I understand how my module(s) link with other modules.</li> <li>3. I am familiar with the procedures and policies for the teaching of modules in my School/Department.</li> <li>4. I am familiar with the procedures and policies for the examination of modules in my School/Department.</li> <li>5. My School/Department has provided me with appropriate assistance and support in relation to my teaching methods.</li> <li>6. I use WebCT in the delivery of my modules.</li> </ol>
<b>Open Comments</b>	<ol style="list-style-type: none"> <li>1. Please list 3 strengths of the Undergraduate Programme(s)</li> <li>2. Please list 3 weaknesses of the Undergraduate Programme(s)</li> <li>3. In what ways might the programme change in order to address its weaknesses / protect its strengths?</li> <li>4. Other than those highlighted above, what College-wide initiatives would provide opportunities or threats to the undergraduate programme(s)?</li> </ol>

