



# University of Saskatchewan Retention and Disposition Schedules

## Course evaluation records

**Record Schedule Number:** 2019-002

**Office of Primary Responsibility:** Colleges and departments

**LEGAL HOLD:** If there is litigation or threatened litigation, all potentially relevant records must be preserved until the hold is released on the authority of the Vice-President (Finance and Resources).

The records in this series document course evaluations by both students and peers.

Documents in this series may include:

- Reports summarizing course evaluations
- Individual evaluation forms
- Digital records created through online survey responses
- Peer evaluations

(D = date of evaluation)

<b>Record</b>	<b>Retention</b>	<b>Disposition</b>
Student evaluation summaries	D+10 years or longer if needed for collegial processes	Destroy*
Peer evaluations	D+10 years or longer if needed for collegial processes	Destroy*
Individual evaluation forms and other raw data	D+1 year	Destroy

\*Instructors may choose to retain their own copies of records.

### Retention rationale:

Under the USFA Collective Agreement (12.1.1): “No anonymous material, except approved course evaluations, shall be kept by the Employer concerning any employee. Approved course evaluations are those which (a) are approved for use by the faculty of a department (or College

in the case of a non-departmentalized College) in committee within guidelines established by the College, and (b) are properly validated instruments of performance evaluation. Information from such course evaluations included in an employee's file shall be aggregated or summarized and shall exclude any anonymous remarks made by students." Therefore, individual student evaluations need only be retained until the summary reports are prepared.

For collegial processes (tenure, renewal, and promotion), evaluations are only required for the period under review. For example, reports considered for a tenure case may be required for a promotion to associate professor case, but not for the subsequent application for promotion to full professor.

Instructors may also choose to retain their own copies of records for formative or other purposes.

**Access to this series is restricted, subject to the Freedom of Information and Protection of Privacy Policy and any provisions in the collective agreement.**

**Destruction of records in hard copy format must be by shredding, pulping or incineration. Digital records must be deleted in such a way that recovery is not possible.**

**Functions:**

- Teaching

**Data classification:** Limited

**Approval Date:** 28 October 2019