

# Educational Quality Review Policy

## Short Courses

Black British Theatre and Performance Program

Greek Theatre Program

Midsummer Conservatory Program

Midsummer in Oxford Program

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# Educational Quality Review Policy

BADA regularly monitors and develops the quality of the learning environment that it offers to its students. This quality review will be undertaken by the Dean in partnership with the Faculty members. In order that the Dean and Managing Director can make impartial, informed decisions about how best to improve the learning experience of students at BADA the academy evaluates feedback from all those who deliver its educational programs.

In undertaking this evaluation of the education offered by its Faculty the Academy operates the following protocols:

1. Classes taught by new Faculty members are observed by the Dean
2. Students are invited to evaluate their classes via a detailed online questionnaire after conclusion of the programme
3. The Course Leader meets with the Dean after the conclusion of the programme to discuss the progress of the teaching and the students
4. If necessary the Dean and Course Leader draw up an action plan for future delivery.

BADA believes these four stages are inter-dependent. Responses arising from one stage must be evaluated in relation to each of the other stages before any decision is made and, if appropriate, acted upon. All BADA staff and contracted Faculty understand these reviews are not a personal judgment on a teacher's qualities but rather tools to facilitate the improvement of the education offered to students. The process is a fully collaborative activity between BADA and its Faculty and both together are responsible for its implementation and review.

Information gained from this educational quality review process is only to be used to develop action plans for maintaining and improving the quality of the academic experience. An action plan will be developed in conjunction with student evaluations and, where appropriate, feedback from visiting professors from American universities (whose impressions of BADA help them decide if they will encourage their students to attend our programmes). Any necessary follow-up review dates will be agreed and implemented by the Dean and the Faculty member.

Information obtained and recorded as part of a quality review process will be recorded and kept securely on file and on electronic file in the BADA's office in accordance with the Data Protection Act and BADA's own Confidentiality Policy. Any member of the BADA Faculty may request, at any time, to see the evaluation records held relating to their class and their teaching. Should they feel that the evaluation as recorded does not accurately reflect their experience of the classes they taught or their teaching style and method, they should approach the Dean or Managing Director with their concerns. The Dean may then decide to reconsider the evaluation, consult other elements of the educational quality review process or call for a second review to be carried out.

Following this review, a meeting should be held between the Faculty member and the Dean. (See below: *Faculty Review*). If the Faculty member feels the evaluation gives an erroneous picture of their teaching then the standard BADA Grievance Policy should be followed.

## Appointment of Contracted Faculty and Creatives

When appointed all Faculty and creative staff contracted to BADA will receive their contracts, BADA Handbook, the terms and conditions of the contract, programme guidelines and grading guidelines where applicable. These documents set out clearly their objectives and the standard of performance expected of them by BADA. It is the responsibility of the Dean and Managing Director to ensure that all contracted Faculty and creative production staff read and understand these documents and their role within the Academy.

## Teaching Plan Outlines

All Faculty are required to work to a syllabus agreed with the Course Leader and Dean for the programme that they will be teaching at BADA. All Faculty must consult the programme syllabus with the relevant Course Leader and if necessary the Dean and Programmes Coordinator in advance of the beginning of teaching.

Each syllabus will set out discipline-specific teaching objectives and learning outcomes. These are designed to provide a clear overview of what students will experience and learn during the class and what they will discover through the process of working in that discipline.

In addition each syllabus includes a short programmatic plan of the development of the learning through the programme. Each syllabus should be seen as a living document. Faculty members may amend their plans throughout the time they are teaching in order to reflect the emerging needs of their students whilst adhering to the teaching objectives and learning outcomes of the programme.

If in the view of individual Faculty members these changes are significant they should be communicated to the relevant Course Leader, the Programmes Coordinator and the Dean.

All syllabuses and any amendments are reviewed by the relevant Course Leader and the Dean before the start of teaching, and when approved are given to the students on their arrival.

## Class Observation

The Dean may observe the work of all Faculty contracted by BADA on all of the Academy's programmes. In practice the Dean will only sit in on classes or rehearsals when they are being taught or directed by a Faculty member who is new to BADA.

Such visits will always be carried out in consultation and with the Faculty member's full agreement. Before observing a class, the Faculty member will have a short discussion with the Dean in order to explain what they are hoping to achieve in the class that is to be observed and what they hope the students will learn from the session. After observing a class the Dean will meet again briefly with the Faculty Member to discuss how they felt the class had gone.

The Dean will also complete an observation record documenting the observation. This can be discussed with the Faculty member as part of a review of their work.

In addition to such class observations, the Dean may also carry out any necessary additional observations if a Faculty Member is in an agreed Review period or a Faculty Review following a dispute procedure.

### Student Feedback Evaluations

At the end of each programme, every BADA student is asked to complete an anonymous questionnaire in which they evaluate the Faculty who have taught them, classes, masterclasses, accommodation and the BADA administration. There is also an opportunity to record any other observations that they think may be relevant to their time at BADA. BADA endeavours to compile an accurate picture of the student experience while studying with the Academy.

Once these surveys are completed, the Executive Assistant will collate the information and send it to the Dean and Managing Director. The Dean and Managing Director will then discuss the information before the Dean will address individual concerns as necessary and discuss them with Faculty as necessary.

The Dean and BADA's management team promote and operate an 'open door' policy in order that students should feel able to discuss specific issues that they feel need to be addressed outside of our quality review process openly and frankly.

### Visiting Professors

Given that BADA works in partnership with American academic institutions, the Academy welcomes representatives of universities & colleges in the States (Directors of Study Abroad Programs, heads of Theatre and English departments, etc.) to visit BADA and observe the quality of our work for themselves. In this way it is hoped those educational establishments will be able to make a better-informed decision as to whether their students would benefit from studying at BADA.

# Evaluation

## Faculty Meetings

Before the beginning of each programme the relevant Course Leader will meet with the Dean and Programmes Coordinator to discuss any pedagogical changes or innovations.

Minutes of these meetings are taken by the Programmes Coordinator. The Dean will take up any issues that require attention.

Additionally, the Dean and BADA staff operate an 'open door' policy which ensures that all Faculty members feel confident in their ability to talk openly and frankly about their own experiences on our programmes.

## Formal Faculty Reviews

Should concerns exist with regards to the work of an individual Faculty member, the Dean may initiate a Formal Faculty Review.

Faculty Reviews may take place face-to-face or remotely, but face-to-face is to be preferred in the first instance. During these Review meetings, the Dean will bear in mind:

- BADA's pedagogical values, philosophy and principles;
- The syllabus and evaluate how it compares to what happened in the classroom;
- Feedback from students;
- Any issues raised at Faculty meetings.

Faculty members are free to raise any other topics that they feel that the Dean should be aware of.

Formal Faculty Review meetings will be documented by the Dean with the notes being sent electronically to the Faculty member for confirmation that the report is an accurate reflection of the Review Meeting. BADA accepts an email from the Faculty member in response. This would constitute a confirmation of approval in the absence of a signature.

In line with BADA's confidentiality policy the issues raised in a Review Meeting and the information documented in the Review minutes will be kept private and confidential. This material will only ever be made available to members of the management team, to whom it is relevant and to the Faculty member being reviewed. All Faculty members have the right to reply and appeal as outlined in the BADA grievance procedure.

A general summary of ongoing educational quality review is covered in the Dean's regular presentations to the BADA Board of Trustees.