Official Document of Kunming University

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Official Notice on Issuing the *Implementation Measures for Undergraduate Teaching Inspections of Kunming University*

All units of the University:

The *Implementation Measures for Undergraduate Teaching Inspections of Kunming University* has been reviewed and approved at the 13th President's Office Meeting held on April 24, 2024. It is hereby issued for full compliance and implementation.

Kunming University
April 30, 2024

Implementation Measures for Undergraduate Teaching Inspections of Kunming University

Chapter I General Provisions

Article 1 Teaching inspection is a core component of teaching administration and a vital link in teaching quality monitoring. It serves as a key instrument for implementing talent training programmes, stabilizing teaching order, grasping real-time teaching conditions and upgrading overall teaching quality.

Article 2 These Measures are formulated in light of the University's actual situation to further strengthen undergraduate teaching administration, consolidate quality awareness, enforce quality monitoring rules, standards and workflows, realize regularized and institutionalized teaching quality supervision, and guarantee orderly delivery of all undergraduate teaching activities.

Chapter II Purposes and Core Tasks

Article 3 Primary Purposes of Teaching Inspections. Through inspection and evaluation of classroom teaching performance, organization of all teaching links and construction of undergraduate programmes and courses, teaching inspections aim to boost teaching quality, improve instructors' classroom delivery capacity and the design & arrangement level of all teaching segments, thus lifting comprehensive undergraduate education quality.

1. Identify deficiencies and deviations in the implementation of talent training programmes, conduct systematic adjustments and revisions to ensure the achievement of training objectives and basic graduate specifications.
2. Treat the full teaching cycle as the focus rather than merely final outcomes. Detect problems in every teaching phase and link in a timely manner, make prompt adjustments, and eliminate arbitrary practices in teaching and administration to guarantee smooth operation and stable quality of all teaching activities.
3. Help instructors discover shortcomings in teaching, promote self-reflection and continuous improvement of teaching practice.
4. Guide students to establish clear learning goals, correct learning attitudes, optimize learning strategies and raise academic performance.

Article 4 Core Tasks of Teaching Inspections. Inspect the full teaching process, analyze and resolve key factors undermining teaching quality; Carry out inspections on teaching construction work to steer the direction of teaching reform and solidify teaching achievements; Distribute inspection feedback and provide supportive information for faculty development and curriculum construction.

Chapter III Organizational Framework

Article 5 A two-tier inspection mechanism at university and school levels shall be established.

(1) University-level Teaching Inspection Group

Chaired by the Vice President in charge of undergraduate teaching, with members from the Academic Affairs Office, Teaching Quality Monitoring and Evaluation Center and University Teaching Supervision Panel. The Group takes overall charge of planning, implementation and result circulation of all university-wide teaching inspections. Its office is located within the Teaching Quality Monitoring and Evaluation Center.

(2) School-level Teaching Inspection Group

Chaired by each school's Dean, with members including the Vice Dean for Teaching, academic secretaries and internal teaching supervisors. The Group executes all university-assigned inspection tasks and organizes internal inspections and result briefings within the school.

Chapter IV Basic Working Principles

Article 6 Guiding Principles for Undergraduate Teaching Inspections

(1) Combination of routine inspections and special inspections

Centering on core undergraduate teaching work and annual key tasks, integrate opening-week, mid-term and final-term routine inspections with targeted special inspections.

(2) Combination of internal school self-inspection and university-wide on-site/random spot checks

All secondary schools shall conduct phased routine inspections, special inspections and unscheduled random checks via their internal inspection groups based on teaching schedules. On the basis of school self-inspections, the Teaching Quality Monitoring and Evaluation Center will organize the university inspection team to conduct comprehensive, full-cycle on-site inspections across schools via briefings, document reviews and exchange sessions, with formal result notification mechanisms in place.

Chapter V Categories and Inspection Contents

Article 7 Aligned with educational and teaching laws and actual undergraduate operation, teaching inspections are divided into five types: Opening-week Inspections, Mid-term Inspections, Final-term Inspections, Daily Routine Inspections and Special Targeted Inspections.

Article 8 Opening-week inspections cover full reviews of pre-semester teaching preparation and initial operation, acting as a fundamental step in teaching administration and quality oversight.

(1) Inspection Contents

1. Readiness of core teaching documents for all offered courses: syllabi, teaching schedules, lesson plans, lecture scripts or courseware;
2. Availability and distribution of textbooks;
3. Attendance of instructors: punctuality, absence of unapproved class rescheduling or skipping classes;
4. Student registration, classroom attendance and tardiness statistics;
5. Completion of practical teaching facilities, laboratories and internship venues;
6. Functional status of teaching equipment and other supporting services.

(2) Inspection Modes

1. In the first week of classes, a university inspection team consisting of all senior leaders, mid-level functional department administrators and full staff of the Teaching Quality Monitoring and Evaluation Center will conduct campus-wide classroom audits, site visits and class observations.
2. Each secondary school shall complete self-inspections one week before and one week after the semester start, verifying textbooks, timetables, syllabi and classroom availability, monitoring faculty and student attendance, and resolving emerging issues to guarantee smooth semester opening.

Article 9 Mid-term Inspections

Normally held in Weeks 8–10 of each semester. Each school conducts self-inspections, coordinated by the Teaching Quality Monitoring and Evaluation Center.

(1) Inspection Contents

1. Archiving Status of Teaching Materials from the Previous Semester

Each secondary school shall organize faculty members to complete the archiving work in line with relevant requirements for teaching material archiving, so as to ensure the completeness and standardization of all teaching materials.

2. Operation Status of Teaching Links for Courses Offered in the Current Semester (covering lesson preparation & teaching plans, assignment grading, experiment/internship guidance, graduation design and other relevant work).

3. Progress of Graduation Theses (Projects) for Current Undergraduate Graduates

4. Organization and Implementation of Teaching Research and Teaching Reform

5. Status of Teaching Ethos and Learning Atmosphere, etc.

(2) Inspection Modes

1. Each school shall conduct self-assessment against quality standards via teaching research seminars, faculty-student forums, student evaluation of teaching, instructor evaluation of students, peer expert reviews and supervisor class visits to identify operational challenges.

2. The university inspection team composed of teaching supervisors, school vice deans for teaching and administrative staff will carry out on-site or random spot checks across schools according to annual priorities.

Article 10 Final-term Inspections

Conducted 1–2 weeks before semester closure to summarize full-semester teaching processes, quality and outcomes.

(1) Inspection Contents

1. Summary of current semester teaching work, including rectification measures and effects for problems identified in mid-term and daily inspections;

2. Completion status of all programme training plans and teaching assignments;

3. Standardization of examination paper formulation;

4. Organization of final examinations, invigilation arrangements and exam discipline;

5. Preparations for the next semester: teaching task confirmation, instructor assignment, student course selection, textbook ordering and timetable finalization.

(2) Inspection Modes

1. Self-inspection led by each school: conduct end-of-semester student/faculty evaluations, summarize curriculum and programme construction via teaching research meetings, organize exam discipline education and invigilation work, and complete next-semester preparation as assigned by the Academic Affairs Office.

2. University-wide random spot checks by supervisors, senior administrators and teaching staff focusing on exam paper standardization, examination management and exam conduct.

Article 11 Daily Routine Inspections

Conducted throughout each semester jointly by the Teaching Quality Monitoring and Evaluation Center and University Teaching Supervision Panel, with coordination from all school inspection groups.

(1) Inspection Contents

Instructor classroom delivery, teaching order, in-class quality, daily administration, final exam paper drafting, invigilation arrangements, examination assessment quality, enforcement of teaching regulations, student learning conditions, plus student feedback on university teaching, administration and logistics support services.

(2) Inspection Modes

Full-cycle supervision by teaching supervisors, collection of feedback from student teaching information officers, and problem identification through daily administrative oversight.

Article 12 Special Targeted Inspections

Led by the Teaching Quality Monitoring and Evaluation Center with participation from the Academic Affairs Office, Teaching Supervision Panel and all secondary schools, unscheduled special inspections will be launched targeting priority tasks, including formulation/revision of talent training programmes, graduation thesis delivery, various accreditation assessments, attainment evaluation of talent cultivation quality and continuous teaching improvement. The Center will consolidate all inspection findings and issue campus-wide rectification notices.

Article 13 Summary and Circulation of Inspection Results

1. The Teaching Quality Monitoring and Evaluation Center shall collect, synthesize and promptly circulate all inspection outcomes university-wide, archive all records and use them as evidence for institutional assessments and annual performance reviews.
2. Each school shall internally circulate its self-inspection results, formulate solutions for detected problems, submit written mid-term inspection summary reports to the Teaching Quality Monitoring and Evaluation Center for filing.

Chapter VI Feedback of Inspection Outcomes

Article 14 Timely sorting, analysis and notification of inspection data, evaluations and suggestions form a critical link of quality monitoring, providing core evidence for institutional decision-making on undergraduate education and supporting departmental & school-level teaching management.

Article 15 All university and school inspection teams shall establish formal feedback mechanisms to share progress, achievements, existing gaps and improvement proposals, with the following requirements for high-quality feedback:

1. Remain impartial, objective and factual when releasing results;
2. Deliver targeted, specific feedback instead of vague generalizations, accurately communicating identified issues to schools and instructors to drive teaching optimization;
3. Provide constructive guidance alongside problem statements to substantially lift undergraduate teaching quality.

Article 16 All secondary schools shall attach great importance to inspection feedback, conduct in-depth analysis of discovered problems, formulate detailed improvement plans with actionable measures. The University will follow up rectification status in subsequent rounds of inspections. Units or individuals with confirmed teaching incidents shall be penalized in accordance with the *Measures for Identification and Handling of Teaching Accidents (Trial) of Kunming University*.

Chapter VIII Supplementary Provisions

Article 17 These Measures shall take effect upon issuance and shall be interpreted by the Teaching Quality Monitoring and Evaluation Center.