

### **Student Course Evaluation Waiver Policy**

The purpose of a student course evaluation waiver is to encourage innovation and redesign of classes where appropriate. The waiver guidelines attempt to balance the need for continuing innovation in teaching with the risk associated with any course redesign.

Each faculty member may request a waiver for administering student course evaluation forms for one course per academic year under the conditions outlined below:

- The request is filed with the Department Chair or Program Director latest by the end of the second week of the semester and no earlier than four weeks before the start of the semester. The Department Chair/Program Director sends a copy of the waiver form to the Dean within one week of receipt providing comments CC'ing the faculty member. The Dean approves or denies the waivers within a week of receipt.
- Waivers are to be granted if they satisfy the conditions stated here unless there are serious concerns that warrant student course evaluation forms to be administered in all classes. Such concerns need to be communicated in writing to the faculty member and Chair/Director, CC'ing the Provost. Faculty members can appeal such decision to the Provost.
- Waivers need to be granted latest by the end of the fourth week of the semester.
- Upon granting of a waiver, faculty members need to inform their students of the existence of the waiver and have to indicate how they will collect student feedback.
- A class for which a waiver was granted for that semester may be subject to peer observations only at the discretion of the instructor of the class.
- Waivers can be requested only for classes that have been taught at least twice in different semesters at LMU by the same instructor and where a significant pedagogical and/or content innovation is introduced into the class. The faculty member's application has to make a convincing case, both for the appropriateness and the significance of the innovation. The faculty member has to describe the details of the new course design and differences to the previous course design.
- The faculty member has to provide a description of a carefully developed assessment strategy for the effectiveness of the new course and provide evidence afterwards of having executed the assessment strategy design (there is no expectation that the results of that assessment be shared.)
- Faculty members are strongly encouraged to also collect data similar to the standard course evaluation forms for the course and arrange for an anonymous submission by the student (for instance, delivered to the Department's Administrative Coordinator in a close envelop to be held until final grades have been submitted), in addition to other forms of assessment.
- The faculty member has to provide a description of the course design innovation and a general assessment of its effectiveness, as well as a discussion of suggestions for similar classes taught by the same or other instructors in his/her Faculty Service Report.
- During the first two years or first four 4 regular semesters (whichever is reached first) of a faculty member's teaching at LMU, no waivers can be requested.
- For courses where waivers have been granted and "used" in the past, the course has to be taught at least four times in different regular semesters before another waiver can be requested.
- Waivers expire whether "used" or not – a new application is required for any "un-used" waiver.