

***Approved on May 1, 2026***

### **Course Evaluation Policy for Office of Undergraduate Education (OUE)**

To serve students in the courses taught within the purview of OUE, the OUE will collect Course Evaluations for all courses at the end of every quarter. Instructors of record in OUE will agree to participate in this process. The purpose of evaluating every course is two-fold: to provide formative feedback to the instructor and to allow for a collective understanding of teaching first-year students. These are for internal OUE review and OUE will *not* share them with the faculty instructor's home school/department/supervisor. Individual faculty can choose to share their evaluations with their home school/department/supervisor.

The Office of Undergraduate Education Academic Council develops, reviews, and modifies the Course Evaluation form used for OUE. This form focuses on first-year and transition-to-college teaching and learning goals.

The following steps outline the procedures for this process:

- Staff in the OUE will order online course evaluations to be distributed to students during the final week of classes.
- Faculty instructors may provide time for students to complete the evaluations in class. During this time, the faculty instructor will leave the room.
- Faculty will strive for over 50% response rates to make the evaluations statistically useful.
- The completed evaluations will be returned to the Executive Director (ED) of the OUE. Only the instructor and ED of OUE will have access to the full evaluation results (including associated comments).
- As needed, the ED of OUE will meet with a faculty instructor to review course evaluations and plan any suggested changes.
  - In the case of advisors teaching as affiliate faculty, the meetings will include Associate Director of University Academic Advising.
- OUE will facilitate peer observations among faculty to learn from one another. The ED of OUE will provide peer observation if requested and may request to observe a classroom.
- The ED of OUE will share a *generalized overview* of course evaluations with the Undergraduate Education Academic Council (UEAC) as it is responsible for curricular oversight of the OUE courses. The UEAC will not discuss individual faculty instructor evaluations; rather, it will consider the generalized and anonymized student feedback.
- The UEAC will review the Course Evaluation form annually, based on student and instructor feedback.