

DEPARTMENT OF MATHEMATICS

INSTRUCTIONS ON HOW TO MASK A STUDENT COURSE EVALUATION REPORT

Due to the unique and unprecedented challenges associated with the COVID-19 pandemic, the University of Houston has implemented an interim policy for student course evaluations (<https://uh.edu/provost/policies-resources/covid19/>). The interim policy is designed to ensure that all faculty members continue to receive useful quantitative and qualitative student feedback on courses they have taught during the spring and summer 2020 semesters, while also acknowledging that standard indicators of student learning and faculty teaching performance may be unreliable. The interim policy may be extended beyond the current period depending on future circumstances.

The interim policy allows any faculty member who is an “Instructor-of-Record” to choose whether or not to “mask” their student faculty evaluations for the spring and summer 2020 semesters. If masked, student course evaluations cannot be included in any subsequent faculty performance evaluation, including faculty annual performance reviews or promotion and/or tenure decisions. If a faculty member chooses to mask a student evaluation, the quantitative scoring section of the evaluation cannot/will not be viewed or accessed by academic administrators. However, due to statutory federal and state requirements related to Title IX and “reportable conduct”, the anonymous student comments section of a “masked” evaluation must remain accessible to academic administrators for review.

If faculty would like to mask their Spring and/or summer 2020 faculty evaluations, faculty should request to Tai McAlister [tai@math.uh.edu] that their faculty evaluations not be reviewed and be taken out of the already blinded review processes. In addition, they should not be used to compile them in their promotion documents. Requests must be submitted by May 30, 2020 for Spring Courses and August 1, 2020 for Summer Courses. In the email submission please title the email “REQUEST FOR MASKED EVALUATION”. In the email please list your name, the course name and section number (JOHN DOE, MATH 1234 – Section No : 12345).