

## 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](#). 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 course 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 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.

## STEP-BY-GUIDE FOR CHOOSING IF YOU WISH TO MASK YOUR STUDENT COURSE EVALUATIONS

The process for reviewing your student course evaluations online have not changed from previous semesters, with the exception of how you may choose to mask your evaluations.

STEP 1: Login to course evaluation webpage (<http://evals.opt.uh.edu/etw/crseval.asp>). Navigate to the screen listing the courses for Spring 2020 for which you are listed as one of the Instructors.

STEP 2: On the list of courses you have taught, click on the link to “View” a particular report. This will display your complete course evaluation including both the quantitative scoring section and individual student comments section found at the bottom of the evaluation report.

STEP 3: Please review your student evaluation report. If you wish to keep a record of the evaluation report, download and save the report. Please note that you will not be able to export the report AFTER you have masked the report.

STEP 4: Decide if you wish to mask the student course evaluation or not. If you do wish to mask your evaluation, you will have to submit a request to Lee Dempsey using a Google Form that will be sent via email by May 30, 2020. You will have until June 30, 2020 to submit the masking form. To mask an evaluation, you will enter the requested course information (course title and number) and submit the Google Form. The same form can be used for all courses, including clinical teaching and labs. Please list only the courses you wish to mask. A sample of the Google Form is shown below.

**Form Requesting Masking of Teaching Evaluation Report (Spring 2020)**

**Faculty name:** JOE SMITH

| <b><u>S. No</u></b> | <b><u>Course Title /Description</u></b> | <b><u>Course Number</u></b> | <b><u>Course Type</u></b> |
|---------------------|---|-----------------------------|---------------------------|
| 1                   | Vision Science II                       | OPTO 5221                   | Lecture                   |
| 2                   | Optics 2 Lab                            | OPTO 5112                   | Lab                       |
| 3                   | Clinic (2nd Year)                       | OPTO 6291                   | Clinic                    |
| 4                   | Clinic (3rd Year)                       | OPTO 7495                   | Clinic                    |
| 5                   | Clinic (4th Year)                       | OPTO 8696                   | Clinic                    |
| 6                   | Experimental Design                     | PHOP 6372                   | Grad                      |
| 7                   |   |                             |                           |
| 8                   |   |                             |                           |
| 9                   |   |                             |                           |
| 10                  |   |                             |                           |

**NOTES:**

NOTE 1: The link to the Google Form will be sent via email by May 30, 2020. **You will have to submit a request to mask your report(s) by June 30, 2020.** Please note that if you choose not to mask your report, you are agreeing to allow your complete evaluation to be viewed by the appropriate academic administrators and be used, to the extent permissible, in future faculty performance evaluations.

NOTE 2: It is a manual process by Lee to mask the reports that you have chosen to mask. Please allow up to September 1, 2020 for Lee to complete the masking process. After Sept 1, you can check that the masking process has been completed by navigating back to the page listing the classes you have taught and clicking on the link to view a report. If the evaluation has been successfully masked, you will only see the free response student comments and will not see the numerical indicators for the class.

NOTE 3: For team-taught classes, the masking process will only mask the information of the instructor who has submitted the form. For example, if Instructor A has chosen to mask their report while Instructor B has chosen to retain their report, then only information associated with Instructor A will be masked.

NOTE 4: **Clinical Teaching:** For evaluations of teaching in the clinic, instructors receive a separate teaching evaluation for each year of clinic in which they were an attending that semester (one for 2<sup>nd</sup> year, 3<sup>rd</sup> year, and 4<sup>th</sup> year clinic). Within each clinic year, for example 3<sup>rd</sup> year clinic, our current process provides only one evaluation for an instructor irrespective of the

number of clinics in which they were an attending. For example, an instructor who oversaw 3<sup>rd</sup> year student clinicians in Family Practice, PEDS and Contact Lens only receives one evaluation for all 3<sup>rd</sup> year clinics (not separate evaluations for each of the services). Therefore, choosing to mask the 3<sup>rd</sup> year clinic evaluation will mask the entire 3<sup>rd</sup> year clinical evaluation. It is not possible to mask the evaluation associated with Family Practice but retain those from PEDS or Contact Lens. If the same instructor was also an attending in 2<sup>nd</sup> year clinic or 4<sup>th</sup> year clinic, there is a separate evaluation for each of those clinic years that the instructor must list separately if they wish to have them masked (see example table above).