



OFFICE OF ACADEMIC AFFAIRS

April 10, 2020

To: Deans, Department Chairs, and Faculty
From: James Paul Holloway, Provost and Executive Vice-President for Academic Affairs
Re: Use of Student Evaluations of Teaching, Spring 2020

A handwritten signature in blue ink that reads "James Paul Holloway".

The global COVID-19 pandemic has created extraordinary circumstances that impact the University of New Mexico. In response to the pandemic, UNM's faculty have converted face-to-face courses to remote instruction at an unprecedented pace. The rapid transition to remote instruction has created significant disruption, beyond the control of the faculty member, while many faculty and students learned to use online instructional and communication platforms for the first time. It is inevitable that these circumstances will affect course evaluations in ways that may not accurately reflect the faculty member's teaching under normal circumstances.

Therefore, following AAUP's *Principles for Higher Education Response to COVID-19*, and with the review and support of the Committee on Academic Freedom and Tenure and the Faculty Senate, Academic Affairs directs colleges and departments to enact the following measures:

- provide faculty the opportunity to opt out of conducting course evaluations Spring 2020*; however, faculty who wish to proceed with course evaluations should be allowed to do so;
- protect faculty members, particularly adjunct faculty and those on the tenure-track who are not yet tenured, against the punitive use of negative course evaluations during the period of the disruption, the current annual performance review, and at the time of milestone review;
- place this memorandum in all non-tenured faculty members' files, and;
- remind internal and external evaluators of the Spring 2020 circumstances in the guidance they receive and in letters of invitation for milestone reviews.

*Faculty who choose to opt-out of Spring 2020 course evaluations must send an email, with the CRN of the course(s) they'd like to exclude to coursefeedback@unm.edu, no later than **April 23, 2020**.