

To UM Faculty,

Colleagues,

This semester, UM is transitioning from Submittable to Interfolio for the Faculty Evaluation process. Due to Submittable's increased costs, UM has decided to transition to the Interfolio system as a more affordable and holistic approach to supporting faculty. Once fully implemented, Interfolio will support the faculty recruitment process, faculty evaluations, reviews, promotions, tenure, and sabbaticals, and even integrate research data from UM Impact into faculty dossiers. The full implementation of Interfolio will take some time, but the Office of the Provost is committed to communicating these exciting changes as we progress through this transition together.

Even though we are implementing a new system, you shouldn't notice a difference in the faculty evaluation process for the current semester. You will still be using the same forms and providing the information you always have, as outlined by your unit standards, just uploading them into a new system. If you have any questions about the faculty evaluation process and deadlines, we encourage you to review the CBA.

Upcoming Faculty Training Session!

Interfolio will host a Faculty Evaluation training on **Friday, September 29, 2023, @ 2:00 – 3:00 PM via Zoom**. The Zoom link is provided below. If you are unable to attend the training session, it will be recorded and added to the Office of the Provost's Faculty Evaluation – Information & Training Sessions webpage.

<https://umontana.zoom.us/j/96700443369>

Meeting ID: 967 0044 3369

Office of the Provost – Faculty Evaluation Updates

- The Office of the Provost is working with Interfolio to get previous Individual Performance Reviews (IPRs) into faculty Interfolio Dossiers. Faculty who are up for evaluation this year will be uploaded first. We cannot guarantee that these documents will be uploaded for all faculty before the October 15 deadline. Please refer to CBA 10.220, regarding faculty responsibility for the retention of documents.
- The Office of the Provost is currently working on creating Faculty Evaluation instances in Interfolio for faculty to begin uploading documents. You will be notified via email once your faculty evaluation case has been generated. We hope to have these created by Friday, September 29, 2023.
- The Office of the Provost has agreed, at the request of the UFA and the MCFA, to make it optional for faculty to submit 2022-2023 course evaluation reports from **Blue, Qualtrics**, or any other **unit-sponsored course evaluations (paper or electronic)** for this evaluation cycle. Please refer to this **[GrizHub Post on](#)**

[Guidance for Faculty Evaluations from Tuesday, September 19, 2023](#), for more information.

On the Office of the Provost's Faculty Evaluation website, you will find the following information:

- [Who must be evaluated](#)
- [Who may be evaluated](#)
- [Who is exempt from evaluation](#)
- [Faculty Evaluation Timeline](#) – **Fall 2023 Evaluations Due:** October 15, 2023
- [Information & Training Sessions](#)
 - Training Sessions
 - Logging into Interfolio
 - Interfolio e-Learning Training Courses
 - Receiving emails from Interfolio
 - Implicit Bias information

We appreciate your patience and understanding as we navigate this new system together. Please keep monitoring GrizHub for new updates.

Thank you,

Office of the provost

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University of Montana

This message was sent by the Office of the Provost to all UM faculty.