

## To UM Faculty,

Faculty,

Your Faculty Evaluation case has been successfully created in Interfolio!

This case is where you will be able to upload Individual Performance Records and supporting documentation. Even if you are not up for review this year, it is still important to complete the Faculty Evaluation Intake Form to select the reason for your exemption.

[Log into Interfolio using this direct Single Sign-On link.](#)

Please visit the Office of the Provost – Faculty Evaluation webpage to find more information about:

- [Who must be evaluated?](#)
- [Who may be evaluated?](#)
- [Who is exempt from evaluation?](#)
- [Faculty Evaluation Timeline](#)
- [Information & Training Sessions](#)
  - Interfolio Recorded Training – Faculty 9.29.23
  - Logging into Interfolio
  - Interfolio E-Learning Training Courses

Since the deadline for submission of October 15 falls on a Sunday this year, our office has agreed to follow the request of the UFA President, Allen Szalda-Petree, and extend it to Monday, October 16<sup>th</sup>. If you have further questions about this deadline, please raise those with your departments.

Our office has been made aware that not everyone received an email notification about their Faculty Evaluation case being created, please know that we are actively working with Interfolio to resolve this issue. [Even if you did not receive a notification, you are still able to access your case via the Single Sign-On link provided above.](#)

If you do not see your case in Interfolio or have any questions, please contact your Faculty Evaluation Managers or Departmental Admins for assistance.

Thank you,

**Office of the provost**

**Office of the Provost and Vice President for Academic Affairs**

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University of Montana

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