Welcome to Understanding the Faculty Evaluation Process on Submittable for Faculty Evaluation Managers.
We have a lot to cover today so I’ll be moving through this pretty quickly but we have set aside time at the end of the session to answer questions. Claudine and I are also hosting office hours on Zoom every Thursday throughout the rest of the semester and you’re always welcome to reach out to me directly on Teams or by phone or email.
FE in Submittable Overview

• Logging in to Submittable
• Filtering Submissions
• The I/E Form
• The IPR Form
  • Setting Stages and Assignments
  • The SEC Stage
  • FEC, Chair/Director, and Dean Stages
  • Messaging and Sign/Appeal and Sign/Acknowledge Additional Forms
• Questions

We’ll be covering the process of logging in to Submittable and how to filter submissions, explain the steps to take with the Intake/Exemption form, provide an overview of the IPR form that your faculty will be submitting, then dive in to setting stages and assignments. We’ll discuss the SEC stage then move to the FEC, Chair/Director, and Dean stages. We’ll cover messaging, where you send the various reviews to the faculty member and the additional forms. I’ll open it up to questions after each of the steps and again at the end of the session.
Logging in to Submittable
Let’s start with Logging in.
To access all the faculty evaluation materials, you’ll go to umtprovost.submittable.com/submissions. If you’re not logged in already, it’ll redirect you to the login page.
Since you’re accessing the submissions page for a UM team, the “Use Single Sign On” button is displayed. Go ahead and click that.
You can also enter your Umontana address in the email field and the password field will disappear and you’ll be redirected to the SSO when you click “Sign In” and that applies even if the “Use Single Sign On” button isn’t there.
From there, just log in with your NetID just like any other UM system.
Filtering Submissions
Once you’re logged in, you’ll be at the main submissions page for the Office of the Provost.  
You’ll notice pretty quickly that we have a lot of submissions, many of which aren’t the ones you’re going to be working with and, even within the ones you are, it can be really helpful to pare them down further to just a subset for specific tasks. That’s where filters come in.
We’ll go through them mostly in order starting with the “Project” filter. The two projects you’ll be working with during the FE process this year are the “Faculty Evaluation – Intake/Exemption Form (AY 21-22)” and the “Faculty Evaluation – IPR Submission (AY 21-22).”

The next filter, “Review Stage,” allows you to see only those submissions at a specific stage in the process. We’ll cover setting the stage of a submission or multiple submissions later but if you’re looking for just the IPR submissions currently in the FEC stage, you can open up the dropdown menu and look for only those submissions in that stage.
The next filter, “Review Stage,” allows you to see only those submissions at a specific stage in the process. We’ll cover setting the stage of a submission or multiple submissions later but let’s look at the filter options first.
If you’re looking for just the IPR submissions currently in the FEC stage, for example, you can open up the dropdown menu and look for only those submissions in that stage.
You can also select multiple stages to filter down to.
Next, the “Assigned” filter will let you filter down to just those submissions that have been assigned to a specific reviewer or set of reviewers (e.g. a department chair). Again, we’ll cover assigning submissions shortly but, just like the “Review Stage,” you can select one or multiple reviewers to filter down to.
For now, go ahead and ignore the “Rating” filter.
Jumping ahead a bit, you probably also won’t need the Additional Form Status or Start and End Date filters at this time.
The Label field will be incredibly helpful in this process. All submissions are automatically labeled with their college and academic unit, the faculty member’s rank, if they’re tenure track or not, and what action or actions they’re requesting. You can select any of these in any combination to filter by so, for example, an academic unit FE manager who’s overseeing the process for several units can filter down to see the submissions for just one department or they can see all the tenure track faculty requesting a normal increment in all their units.
Finally, you may end up using the “Additional Forms” filter later when we get to the sign/appeal and sign/acknowledge parts of the process, depending on your workflow. The “Include” and “Review Status” filters will only come up after the process is over and we’ve archived this year’s submissions. Once your filters are set up how you want, hit filter results to apply them.
Now your dashboard should have a much more manageable number of files to work with.
The Intake/Exemption (I/E) Form
On or before 1 week after 10/15/21 (depending on how many of your faculty have finished filling out the I/E form), you’ll use the reporting tools to generate a report on all the I/E form responses from your faculty and download it as a spreadsheet you can provide to your FEC.

To start, click on “Standard Reports” from the “Reports” dropdown.
In the “Fields” section on the right side of the screen, click the dropdown arrow next to “Faculty Evaluation – Intake/Exemption Form (AY 21-22)”. Please name your report “[Academic Unit] – I/E (AY21).”
Select all the fields other than “Title,” “Last Updated” and the “Academic Unit” fields that do not apply to your college. There is an “Academic Unit” field for each college so you’ll want to make sure you select the correct one.

Click “Download Report” and, in the Excel file that is downloaded, highlight those faculty members who are requesting exemption. Send the resulting file to your unit’s FEC for review.

Let your FEC that they need to return this file to you with their decisions on exemption requests noted before 11/15/21.
We’ll cover assigning submissions in more detail shortly but for now just know that you need to assign all the submissions for your unit to yourself. Do not assign them to the FEC members or FEC chair.
While the FEC is reviewing the exemption requests, you’ll complete the review for the submissions for faculty members who are either automatically exempt or planning to submit an IPR. First, click on the title of the submission you are completing a review for. The title is the faculty member’s last name.
Click the “Reviews” tab on the right side of the window if it’s not already selected and click “Complete Review.”
Proceed through the review and submit.
Now we’ll set the status to complete.
Click the dropdown that says “In Progress” then click “Mark Complete.”
In the window that pops up, select either the Faculty Evaluation – I/E Form – Automatically Exempt or the Faculty Evaluation – I/E Form – Submitting IPR (whichever is appropriate) under the “Response Template” dropdown.
Scroll down and select “My Email” under “Direct Replies and Notifications To.” Then, click “MARK COMPLETED and Send Response(s).”
For submissions requesting exemption, first, click the “Messages” tab and click “Send Message.”
We’ll also cover messaging in more detail later when we talk about sending the faculty members their reviews.
You’ll use the Faculty Evaluation – I/E Form – Exemption Request Received template make sure you’ve selected the faculty member (the submitter) as the recipient.
Scroll down and click “Send.”
Once the FEC has completed their review and returned their decisions to you, you can return to these submissions to set the status to “Complete,” just like you did with the faculty who are automatically exempt or planning to submit an IPR using either the Faculty Evaluation – I/E Form – Exemption Request Approved or Faculty Evaluation – I/E Form – Exemption Request Denied template, as appropriate.
The IPR Form
Now we get to the big, meaty bit: the IPR Submission Form itself. Just a quick overview of what your faculty will see when they go to submit so you’ll have an idea of what questions they may ask you as they’re working through this. First, of course, we have basic information—name, 790, college, academic unit, and if they’re tenure track or not.
Next, if they are tenure track, it’ll ask their current title and rank, date of hire, what they were hired as, if they were promoted, if they’ve been awarded tenure, if they’ve received a merit award, and, finally, what action or actions they’re requesting. Please note the note here: faculty cannot request merit and promotion in the same year. If one of your faculty members does request this combination, you’ll need to open the submission for editing so they can go in and correct the issue. If you need to do that, please reach out to me directly and I’ll walk you through the process.
Just like with the tenure-track faculty, non-tenure-track faculty are asked their current title and rank but other than that, the only question asked of them is what action or actions they’re requesting. Just like with the tenure-track faculty, there are combinations that are invalid: an OPA cannot be requested in conjunction with a merit or promotion and a merit cannot be requested with a promotion. Just like with TT faculty, reach out to me and I’ll walk you through reopening submissions that accidentally request an invalid combination.
The last step, as they say, can be a doozy. This is where the faculty members will submit all the documents that comprise their IPR. For everyone’s sanity, we’ve asked that files be labeled with their last name then “IPR [number] of [number].”

The faculty member can upload up to 35 separate files in a variety of formats with a total upload size of 300mb through this form. If they do need more files or bigger files, contact me directly and I will work with you and the faculty member to make sure those are available for reviewers and archived along with the rest of the IPR at the end of the process.
Setting Stages and Assignments
Once your faculty members have submitted their IPRs, it’s time to begin assigning the submissions to the FEC so they can begin their review. To do that, first we have to change the stage.

Start by filtering your view to show only those submissions in the “Faculty Evaluation – IPR Submission (AY 21-22)” project belonging to your unit or units. Please make sure you double and triple check that your filters are set properly! It would be very easy to accidentally assign submissions to the wrong people at this point.

Next, select all the filtered submissions, click the “Stage” button, and select “Faculty Evaluation Committee.”
Many of you have already provided me with the names of your FEC chairs and I’ll be adding them to the OOP team as level 1 reviewers. I know that each unit is a bit different in how their FEC works so if your FEC chair plans to download and share IPRs with the rest of the committee so they can be reviewed in an internal process, that may be the only person that needs to be added.

However, if your entire FEC needs to access the IPR directly in Submittable, they will need to be added as level 1 reviewers as well. If that is the case, please submit a list of FEC members to me by October 15.

Go ahead and select all the filtered submissions and click the “Assign” button. If you have multiple units, again, make sure you have filtered down to a single unit so you don’t inadvertently assign submissions to the wrong people. You can search for the members of your unit’s FEC by name or email. Once you’ve selected everyone that should be assigned, click the “Done” button. The people you’ve assigned will get an email from notifications@email.submittable.com with the subject line “New Submission assignment from UM Office of the Provost” letting them know they have access to the IPR to review.

We recommend that you set up a rule in Outlook to always deliver those emails to
your inbox (not spam or junk or the other tab with focused inbox turned on) and that you encourage your faculty to do the same.

You’ll use these same steps to set the submissions to the Chair/Director or Dean stage and to assign them to those individuals to review. We’ll leave the review stages and assignments here for now and come back to them in a bit. Let’s turn our attention to the SEC.
The SEC Stage
The SEC is a bit of an outlier in the whole FE process. I spoke with a few of you yesterday to determine the best path forward on this. Your SECs should already have access to course evaluation reports for your faculty members and have begun reviewing them. When they have completed their review, they should provide their report to you. A few units have created their own custom PDF that they are using for this stage but I’ve also created a fillable PDF template that you can use which will be available on the Faculty Evaluation page of our website. You can also use the SEC review form within Submittable if that’s easier.

If you do wish to use the internal review form, set the stage to SEC and assign the submissions to yourself. Then, just like with the I/E forms, click into the submission and, under the review tab, click the “Complete Review” button for the SEC stage. You can either copy and paste the summary in a text entry window or you can upload the summary files and click “Submit Review” when you’re done. If you choose this option, you’ll also need to download the review by clicking the download link next to the review you just submitted.

Whatever option you choose, it will ultimately be uploaded, sent to the faculty member, and attached to the IPR submission via an internal field in the same way.
that the reviews from the FEC, Chair/Director, and Dean are and we’ll cover that process shortly.
The FEC, Chair/Director, and Dean Stages
Returning to the FEC stage, now, by November 15, the FEC should have finalized its report and given it to you to upload. Let’s cover that part of the process now. Again, the Chair/Director and Dean stages will be roughly the same in terms of steps. Start by making sure you’ve got your filters set properly to show all the submissions for your unit.

Next, click the title of the submission you want to upload a review for and scroll down until you see the “Internal Form” section.
Click the down arrow to show the internal upload fields then click the “Edit” button. Scroll down until you see the “INTERNAL: FEC Evaluation” field. You can either click the “Choose File” button or drag and drop files into the box bounded by a dotted line to upload the files.
Click the down arrow to show the internal upload fields then click the “Edit” button. Scroll down until you see the “INTERNAL: FEC Evaluation” field. You can either click the “Choose File” button or drag and drop files into the box bounded by a dotted line to upload the files. Once you’ve uploaded the files, scroll back up and click the “Update” button. Next, you’ll send the review to the faculty member along with the Sign/Appeal additional form. At the Dean stage, that’s replaced by the “Sign/Acknowledge” additional form, but the steps are essentially the same.
Messaging and Sign/Appeal
and Sign/Acknowledge
Additional Forms
Starting where we left off having uploaded the FEC review into the internal field, the next step is to send the review to the faculty member and also send them the Sign/Appeal additional form.

Start by clicking on the “Messages” tab.

Then click “New Message.”

Leave yourself as the “From” and pick the faculty member (listed as the “Submitter”) as the “To” and select the “Faculty Evaluation – FEC Rec (use to send FEC rec.)” template.

Now, scroll down and either click the “Attach files” link or, as it says, you can drag and drop to attach the FEC recommendation to the message.

Finally, click “Send”
Now we’ll send the FEC Sign/Appeal additional form. Click the “More” dropdown menu. Then click “Send Additional Form.”

Now, in the window that pops up, select the “Faculty Evaluation FEC Sign/Appeal” additional form and select the “Faculty Evaluation – FEC S/A (use with FEC S/A additional form” template. Scroll down and select “My address” as the “Send from” then click “Send Additional Form.”
Questions?