

Understanding the Faculty Evaluation Process on Submittable

For Faculty Submitters



FE in Submittable Overview

- Logging in to Submittable
- The Intake/Exemption Form
- The IPR Form
 - Form Overview
 - Stages, Messages, and Sign/Appeal and Sign/Acknowledge Additional Forms
- Questions

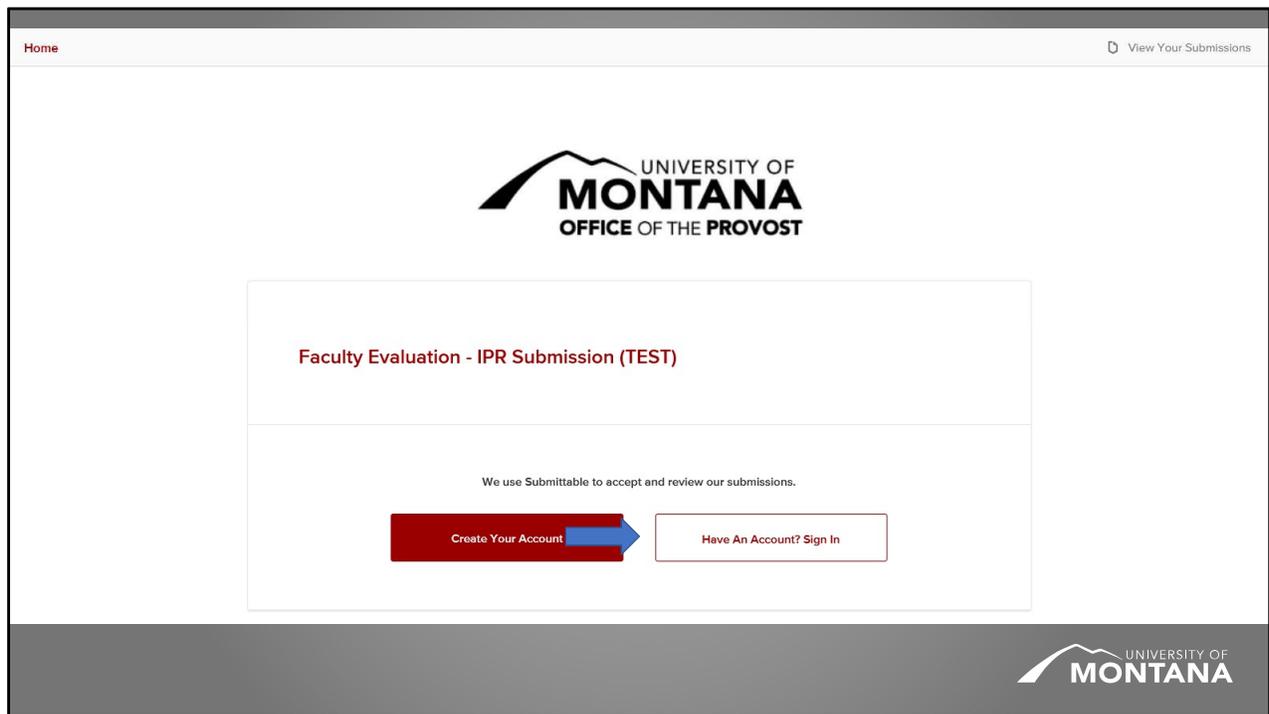


I'll be covering the process of logging in to Submittable explain the Intake/Exemption form, provide an overview of the IPR form that you will use to submit your IPR, discuss the review stages the IPR moves through (SEC, FEC, Chair/Director, Dean, and Provost), cover what messages the Faculty Evaluation managers for your units and colleges will be sending you through Submittable, and explain the additional forms used to allow you to respond to those reviews. Then I'll open it up to questions.

Logging in to Submittable



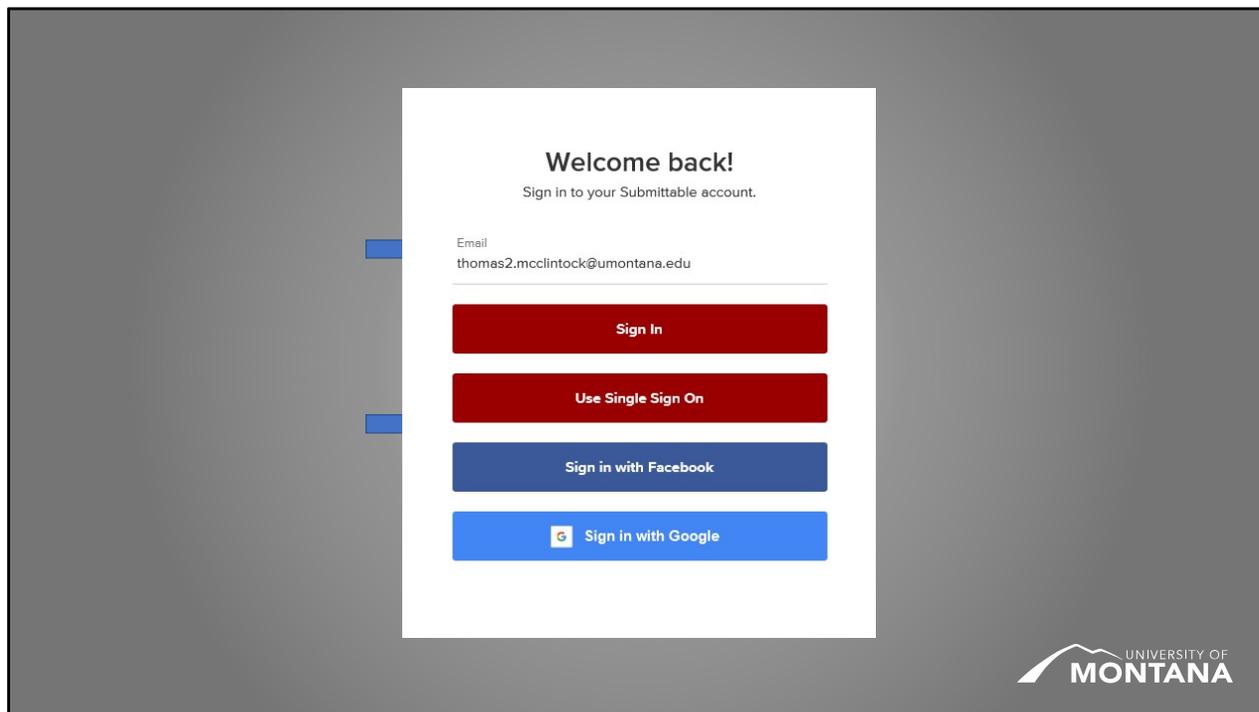
Let's start with Logging in.



By now, the FE manager for your unit should have sent you the link to fill out the first of the forms in the faculty evaluation process, the Intake/Exemption (or I/E) form, along with some instructions I put together on logging in, so most of you have probably already got this down but I wanted to cover it one more time here just in case.

As I said, your FE manager should have sent you the I/E form link and will also be sending you the link to the IPR submission form soon. Whenever you access one of our form submission links, unless you're already logged in to Submittable, you'll be presented with a screen that looks like this.

We want to make sure that you're logging in to Submittable using UM's Single Sign On (or SSO) system—that's the standard NetID login you use for most UM systems. First, start by clicking the link that says, "Have An Account? Sign In."



Since you're accessing a form from a UM Submittable 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." That also 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.

The Intake/Exemption (I/E) Form



Now we'll take a look at the Intake/Exemption or I/E Form. Many of you have probably already completed this but a few may not have yet and we'll also talk a bit about the "why" for this form in addition to the "how."

Faculty Evaluation - Intake/Exemption Form (TEST)

Instructions

This form will help your unit's Faculty Evaluation manager determine who will be evaluated and plans to submit an IPR this fall, who is automatically exempt, and who is requesting the FEC exempt them from evaluation.

If you have questions or need assistance in filling out this form, please contact your unit's Faculty Evaluation manager.

Last Name *

Please enter your last name.

First Name *

Please enter your first name.

790# *

Please enter your 790# in the 790-12-3456 format.

Current Academic Rank *



The I/E form is fairly straightforward and has a twofold purpose.
The first section is just asking for your name, 790#, and current academic rank.

Please select your college: *

- Alexander Blewett III School of Law
- College of the Arts and Media
- College of Business
- College of Health
- College of Humanities & Sciences
- Maureen and Mike Mansfield Library
- Missoula College
- Phyllis J. Washington College of Education
- W.A. Franke College of Forestry and Conservation

Academic Unit (H&S): *

- Department of Anthropology
- Division of Biological Sciences
- Department of Chemistry and Biochemistry
- Department of Communication Studies
- Department of Computer Science
- Department of Economics
- Department of English
- Environmental Studies Program
- Department of Geosciences
- Department of History
- Department of Mathematical Sciences
- Department of World Languages and Cultures
- Department of Native American Studies
- Department of Philosophy
- Department of Physics and Astronomy
- Department of Political Science
- Department of Psychology
- Department of Sociology



Next, you'll select your college.
Once you pick an option here, it'll expand to ask you to select your academic unit.

Are you exempt or requesting exemption from evaluation this year? *

- No - I'm neither exempt nor requesting exemption
- Yes - I'm exempt or requesting exemption



Finally, you're asked if you're planning to submit an IPR this year or if you are either automatically exempt or requesting and exemption. Based on your selection here, you'll be asked a few more questions.

Are you exempt or requesting exemption from evaluation this year? *

No - I'm neither exempt nor requesting exemption

Yes - I'm exempt or requesting exemption

Is your position tenured/tenure-track or non-tenure-track? *

I am in a tenured/tenure-track position

I am in a non-tenure-track position

What action(s) do you intend to request?

Normal increment

Merit award

Tenure

Promotion

Your response here is being collected to assist your unit's faculty evaluation manager and is for their information only. You will officially request an action or actions when submitting your IPR form later.

Please note that merit awards may not be awarded in the same year as a promotion.

Thank you for your time today.

The faculty evaluation manager for your unit will provide more information on how to submit your IPR soon.

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If you say you are planning to submit your IPR (i.e. that you're not exempt or requesting an exemption), it then asks if you're in a tenured/tenure-track or non-tenure-track position.

Next, it will ask you what action or actions you intend to request. This is the first part of the twofold purpose of the I/E form—it lets your unit's FE manager know that you're planning to submit an IPR and what you're planning to request to give them some lead time on who in the unit is submitting an IPR and what they're thinking about requesting.

You are free to change your mind about what action or actions you're requesting—you'll officially request them when you submit your IPR.

Since you're attending a session for people planning to submit an IPR, you most likely chose this path but let's look quickly at the automatic exemption/exemption request path.

Are you exempt or requesting exemption from evaluation this year? *

No - I'm neither exempt nor requesting exemption
 Yes - I'm exempt or requesting exemption

Please refer to the following information regarding exemptions

Faculty members are automatically exempt from evaluation for one of the following reasons:

Tenure-track hire in their first year at UM

They have been employed at UM for only one semester

They are employed at less than 0.5 FTE

They are serving in an administrative role at the moment (interim dean, associate dean, etc.)

They are on a terminal year contract

The evaluation schedule does not require them to be evaluated this year (see UFA CBA 10.210 and MCFA CBA 10.340)

Faculty members may request an exemption from evaluation for one of the following reasons:

They are a tenured associate or full professor, are exempt from evaluation this year per the evaluation schedule, have not received a less-than-normal evaluation in the past three years, and are seeking a normal increase.

They are a tenured associate or full professor on sabbatical or leave without pay, have not received a less-than-normal evaluation in the past three years, and are seeking a normal increase.

They have requested deferral of performance evaluation under the terms of Faculty Modified Duties.

I am exempt or requesting exemption from evaluation for the following reason: *

I am a tenure-track hire in my first year at UM
 I have been employed at UM for only one semester
 I am employed at less than 0.5 FTE
 I am serving in an administrative role at the moment (interim dean, associate dean, etc.)
 I am on a terminal year contract
 The evaluation schedule does not require me to be evaluated this year
 I am a tenured associate or full professor exempt from evaluation this year per the evaluation schedule. I have not received a less-than-normal evaluation in the past three years and I am seeking a normal increase.
 I am a tenured associate or full professor on sabbatical or leave without pay. I have not received a less-than-normal evaluation in the past three years and I am seeking a normal increase.
 I am requesting deferral of performance evaluation under the terms of Faculty Modified Duties.



If you say you are automatically exempt or requesting an exemption, we provide some information about exemptions and then ask why you are either automatically exempt or requesting an exemption.

This is the second part of the “why” for the I/E form. If you’re automatically exempt, it lets your FE manager know that and if you’re requesting an exemption, your FE manager will be providing that information to your unit’s FEC so they can determine if they will approve or deny the request.



Now let's take a look at the IPR form.

Faculty Evaluation - IPR Submission (TEST)

Last Name *

Please enter your last name.

First Name *

Please enter your first name.

790 Number *

Please enter your 790 number (e.g. 790-0-3456). Having this information will make it easier for HRIS to apply all salary increments.

College *

- Alexander Blewett III School of Law
- College of Business
- College of Health
- College of Humanities & Sciences
- College of the Arts and Media
- Macreen & Mike Mansfield Library
- Missoula College
- Phyllis J. Washington College of Education
- W. A. Franke College of Forestry & Conservation

Please select your college.

Academic Unit (Law): *

- Department of Public Administration & Policy

Tenure-Track or Non-Tenure-Track *

- Tenure-Track
- Non-Tenure-Track



First, of course, we ask for your basic information—your name, 790, college, academic unit, and if you’re tenure track or not.

Tenure-Track or Non-Tenure-Track *

Tenure-Track
 Non-Tenure-Track

Current Title and Rank *

Instructor (Tenure-Track)
 Assistant Professor
 Associate Professor
 Full Professor

Date of Hire *

Hired As *

Have you been promoted while at UM? *

Not yet
 Yes, once
 Yes, twice
 Yes, three times

Have you been awarded tenure? *

Not yet
 Yes

Have you received a merit award? *

Not yet
 Yes

I hereby request the following action(s):

Normal Increment
 Merit Award
 Tenure
 Promotion

*NOTE:
You may request any combination of these actions except promotion and merit.



Next, if you are tenure track, it'll ask your current title and rank, date of hire, what you were hired as, if you've been promoted, if you've been awarded tenure, if you've received a merit award, and, finally, what action or actions you're requesting. Please note the note here: you cannot request merit and promotion in the same year. If you do request this combination, we'll need to open the submission for editing so you can go in and correct the issue. If you need to do that, please reach out to your unit's FE manager and they'll work with me to walk you through the process.



Tenure-Track or Non-Tenure-Track *

Tenure-Track
 Non-Tenure-Track

Current Title and Rank *

Adjunct Instructor
 Adjunct Assistant Professor
 Adjunct Associate Professor
 Adjunct Full Professor
 Lecturer
 Clinical Faculty
 Research Assistant Professor
 Research Associate Professor
 Research Full Professor
 Visiting Professor
 Other

I hereby request the following action(s):

Normal Increment
 Outstanding Performance Award
 Merit Award (externally funded/soft merit)
 Promotion (externally funded/soft promotion)

*NOTE:

Please see CBAs 13.245 for a description of Outstanding Performance Awards.

You may select any combination of these except Outstanding Performance Award and Merit, Outstanding Performance Award and Promotion, Merit and Promotion

Just like with the tenure-track faculty, if you're non-tenure-track it'll ask your current title and rank but, other than that, the only question asked of you is what action or actions you'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. Also like with TT faculty, reach out to your FE manager and we'll walk you through reopening your submission if you accidentally request an invalid combination.

IPR Submission

Directions: Please make sure your IPR includes evidence that you have met University as well as Unit Standards for the action you have requested.

You may attach multiple files if necessary. This field is limited to 74 individual files with a limit of 400mb per file; 800mb total; but if you need to attach more or larger files, please contact the Provost's Office and we'll work with you to get them uploaded.

Please ensure files are named with the following convention "Lastname - IPR [file #] of [total #]" (e.g. "Smith - IPR 1 of 5").

University Standards (CBAs 10.110) <https://www.umt.edu/provost/faculty/CBAs/default.php>

Unit Standards <https://www.umt.edu/provost/faculty/deptreports/default.php>

Per UFA CBA 10.220 and MCFA CBA 10.210, IPRs should cover the performance period starting from the first day of the academic year and including Fall Semester, Spring Semester and applicable winter and summer term(s). To determine the first day of past academic years, please refer to the Academic Calendar website: <https://www.umt.edu/provost/academiccalendar/default.php>

Your IPR should document performance for the respective types of advancement as follows:

- Promotion to Associate Professor: All service in the current rank including prior service, if applicable, or the most recent seven (7) sequential years, whichever is less.
- Promotion to Full Professor: All service since documentation was prepared for the last promotion, or the most recent seven (7) years, whichever is less.
- Tenure: The entire probationary period including credited prior service.
- Merit: The time since the documentation was prepared for the last granted merit or promotion, or the most recent seven (7) sequential years, whichever is less.
- Outstanding Performance Award: The time since the documentation was prepared for the last granted award, or the most recent seven (7) sequential years, whichever is less.
- Normal and Less-Than-Normal: The record of the previous year(s) as appropriate (see UFA CBA 10.210 and MCFA CBA 10.340 for the evaluation schedule of tenure and tenure-track faculty).

Attach your IPR *

Choose File

Select up to 74 files to attach. No files have been attached yet. You may add 74 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg, .gif, .tif, .tiff, .png, .svg, .mp3, .m4a, .wav, .ogg, .aac, .flac, .aiff, .wma, .mp4, .mov, .avi, .mpeg, .3gp, .flv, .webm, .wmv, .mkv, .m4v, .xls, .ppt, .pptx, .xlsx

By checking this box, I sign this IPR and affirm it to be correct and complete to the best of my knowledge *

This digital signature and submission of the above IPR is the equivalent of the signature on the last page of a paper-based IPR.



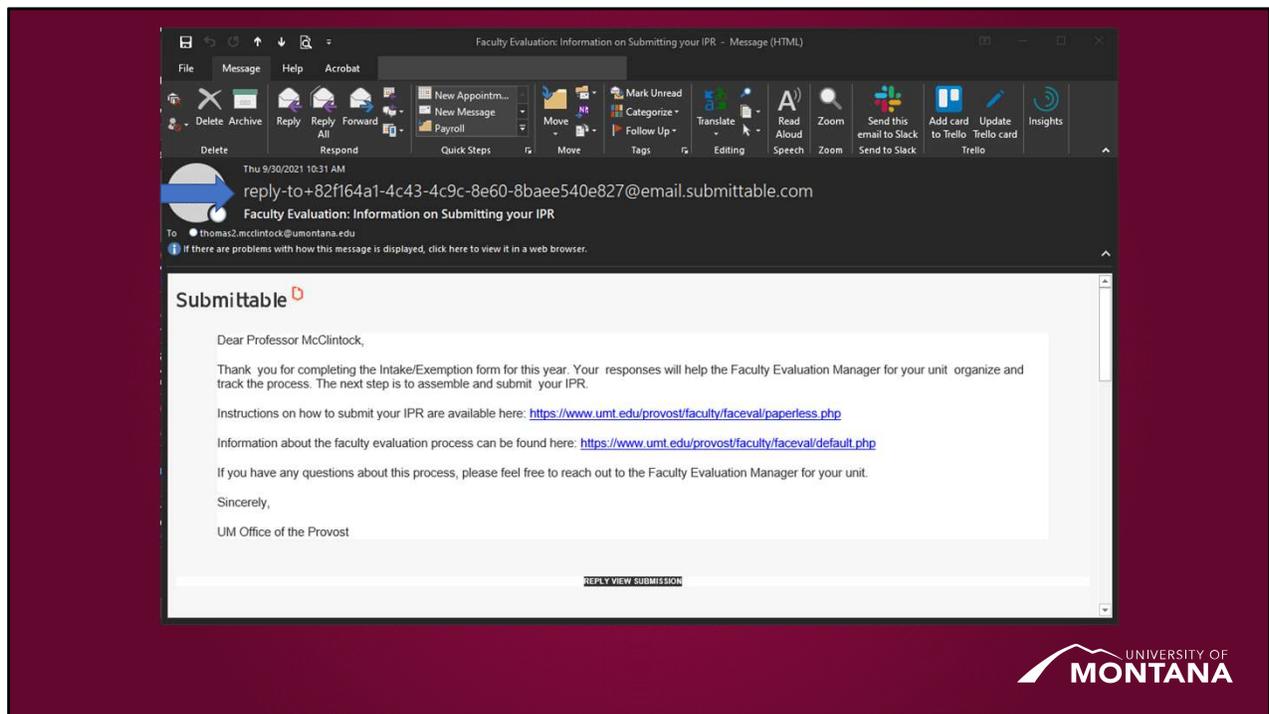
Finally we come to the part where you upload the documents that comprise your IPR. For clarity, we ask that files be labeled with your last name then “IPR [number] of [number]” (i.e. Lastname – IPR 1 of 5).

You can upload up to 74 separate files in a variety of formats with an individual size limit of 400mb and a total upload size of 800mb through this form.

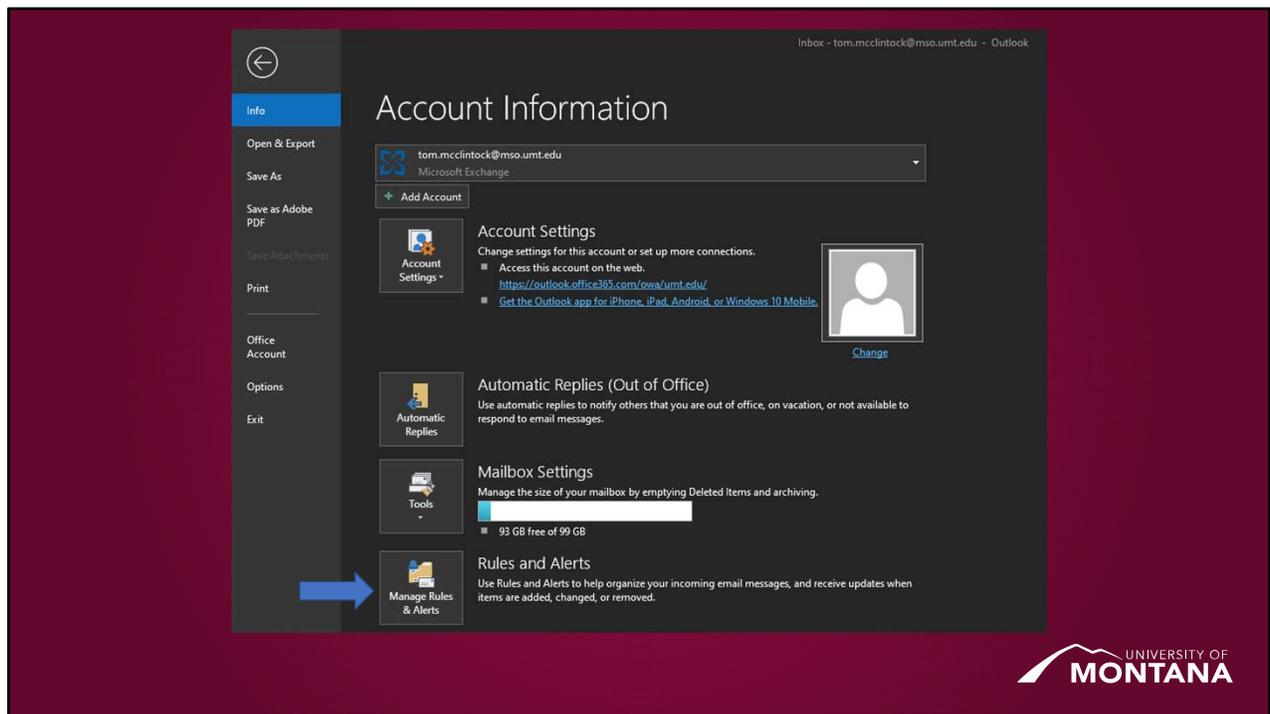
If you need more files or bigger files, contact your unit’s FE manager and they will work with me to make sure those are available for reviewers and archived along with the rest of the IPR at the end of the process.



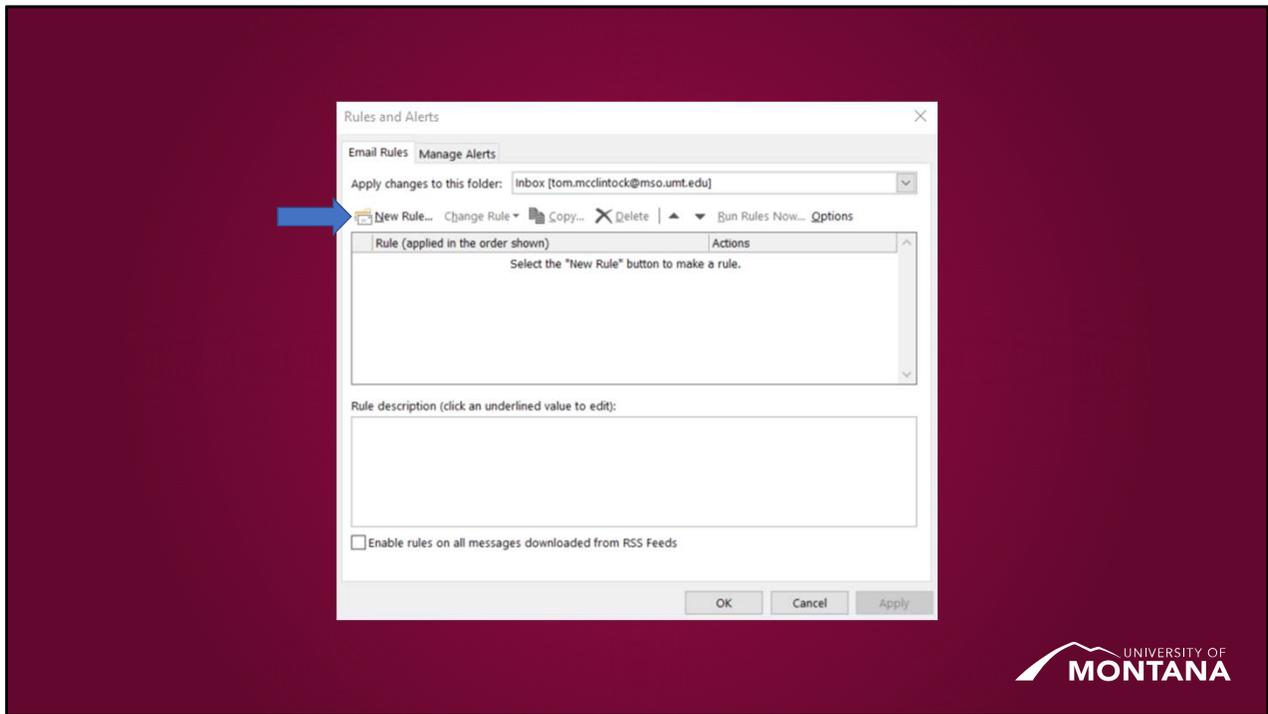
Once you've submitted your IPR, it will move through several review stages: the SEC, FEC, Chair/Director, Dean, and Provost reviews. With each stage, you'll be sent one or more messages through Submittable's built in messaging system and you'll also be sent additional forms that will let you indicate that you agree with or wish to appeal the FEC and Chair/Director reviews or that ask you to acknowledge receipt of or indicate you wish to appeal the recommendation of your dean.



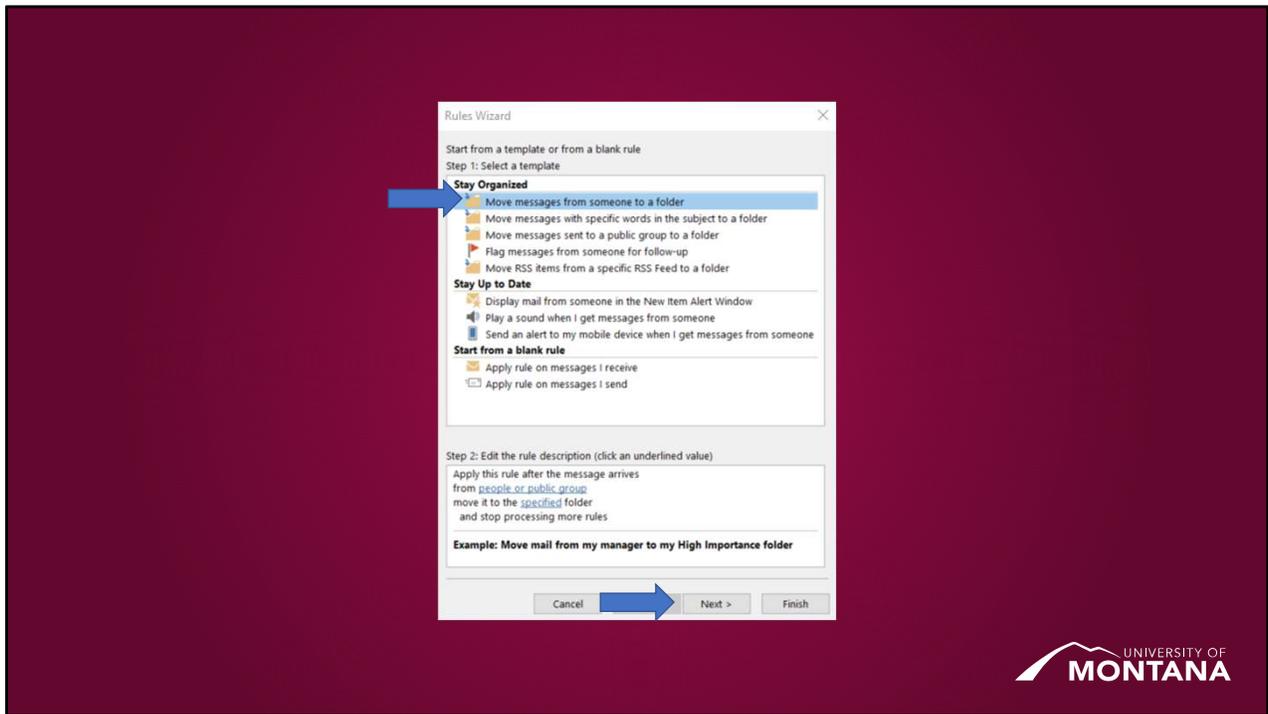
Let's start by looking at the messages you'll be sent through Submittable. At each stage, you'll get one or more messages sent to you through the Messaging system built in to Submittable. Those messages show up in your email and they'll all appear to come from "UM Office of the Provost." The actual email address they come from is a "reply to" email with a bunch of random letters and numbers "@email.submittable.com."



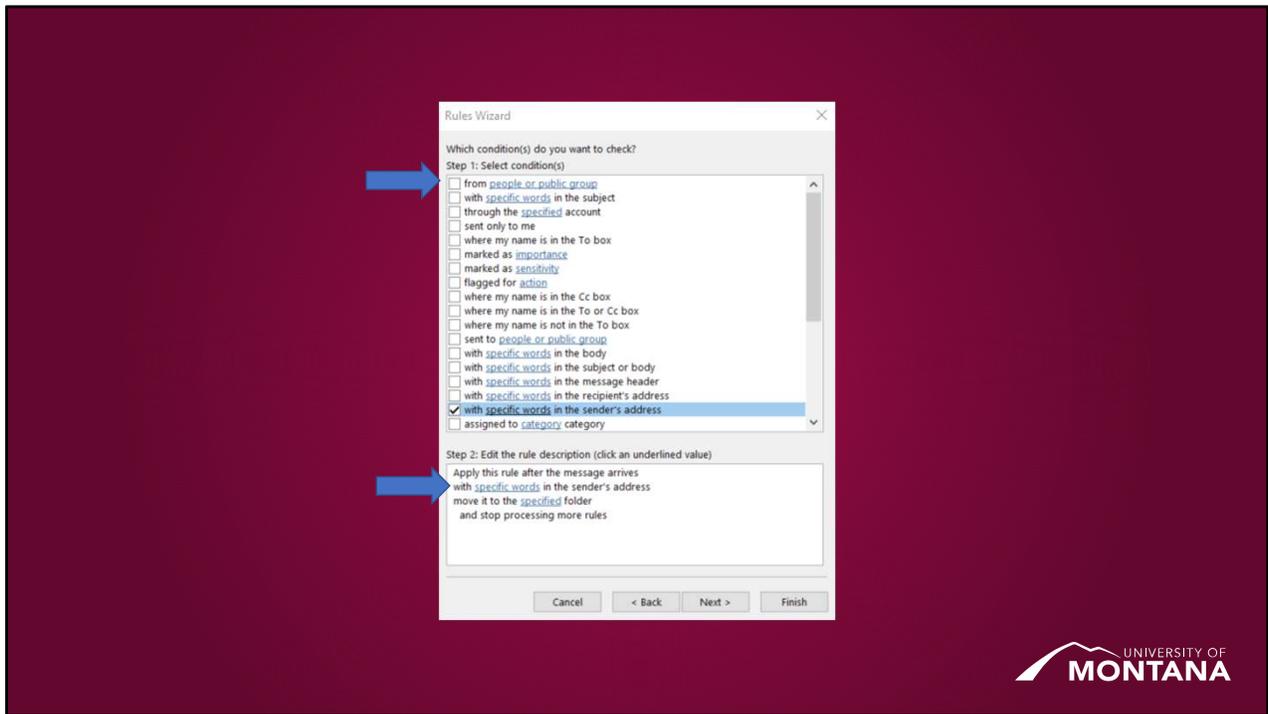
We recommend setting up a rule to ensure that all emails coming from Submittable are directed to your inbox, not spam, trash, or “other” if you have focused inbox turned on. To do that, just go to the File menu in Outlook then click on “Manage Rules & Alerts” under Account Information.



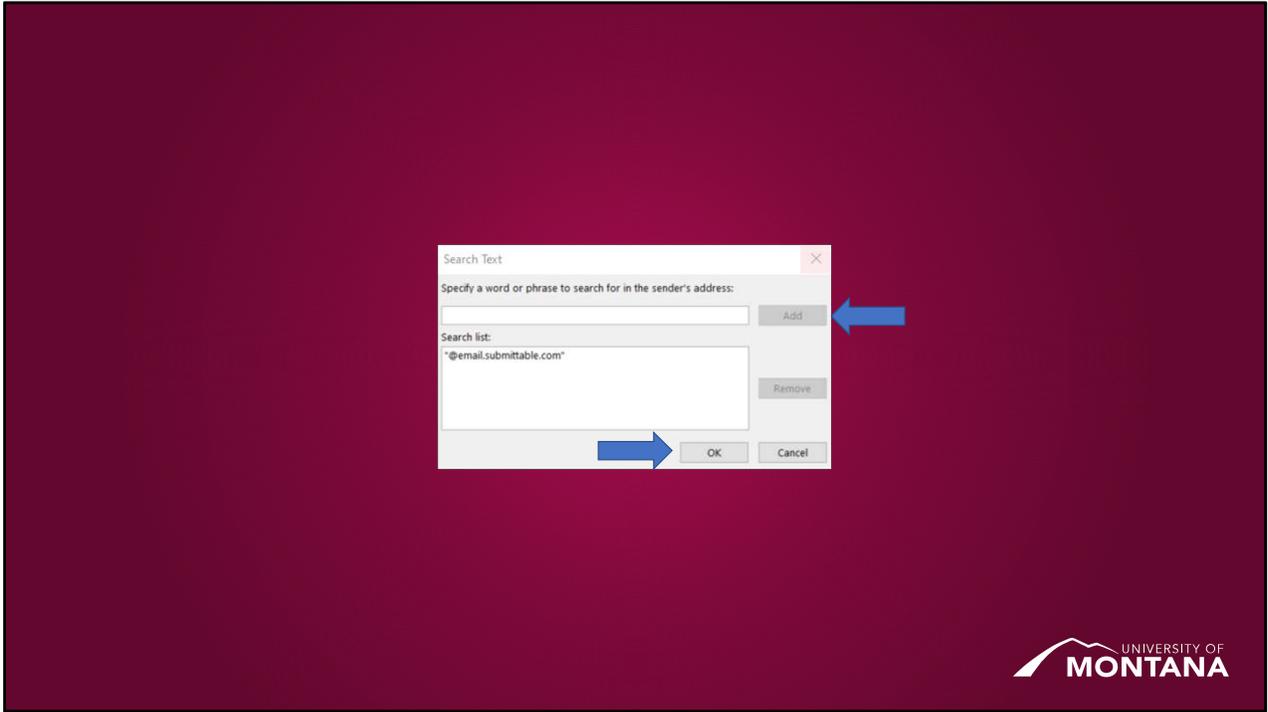
Click the “New Rule” button.



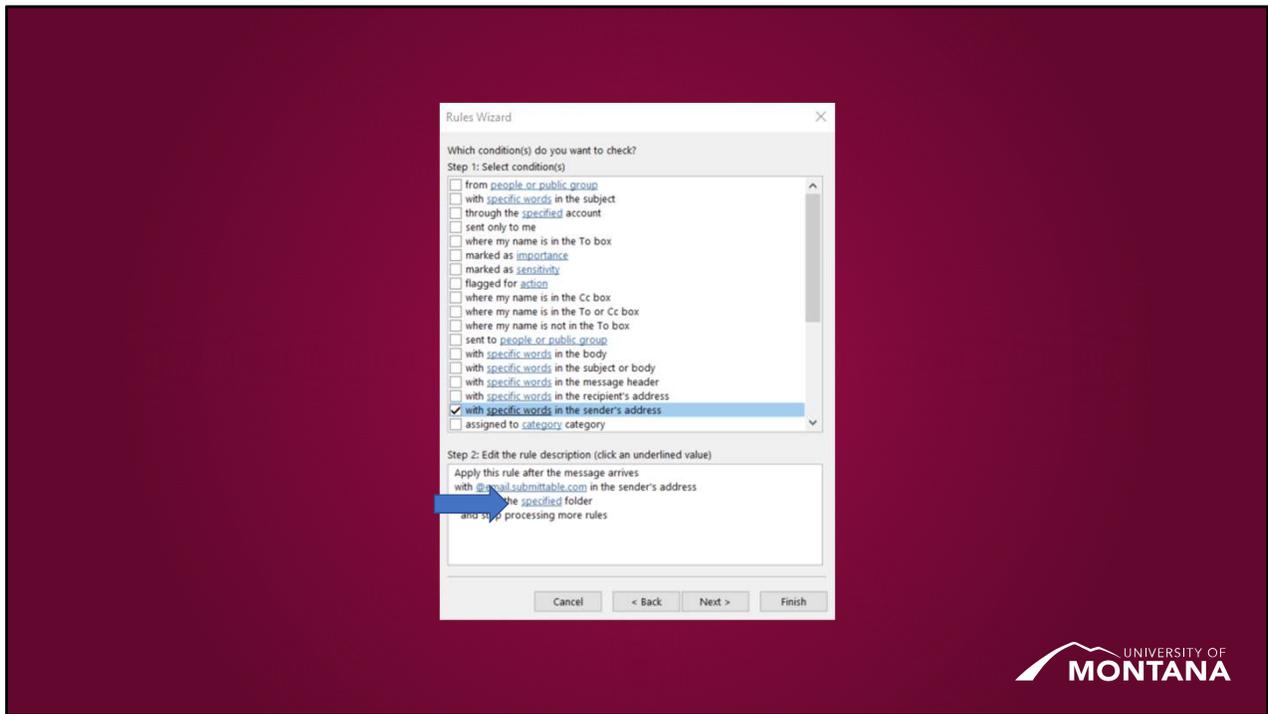
Click the “New Rule” button.
Then, in the Rules Wizard, with the “Move messages from someone to a folder”
template selected, click Next.



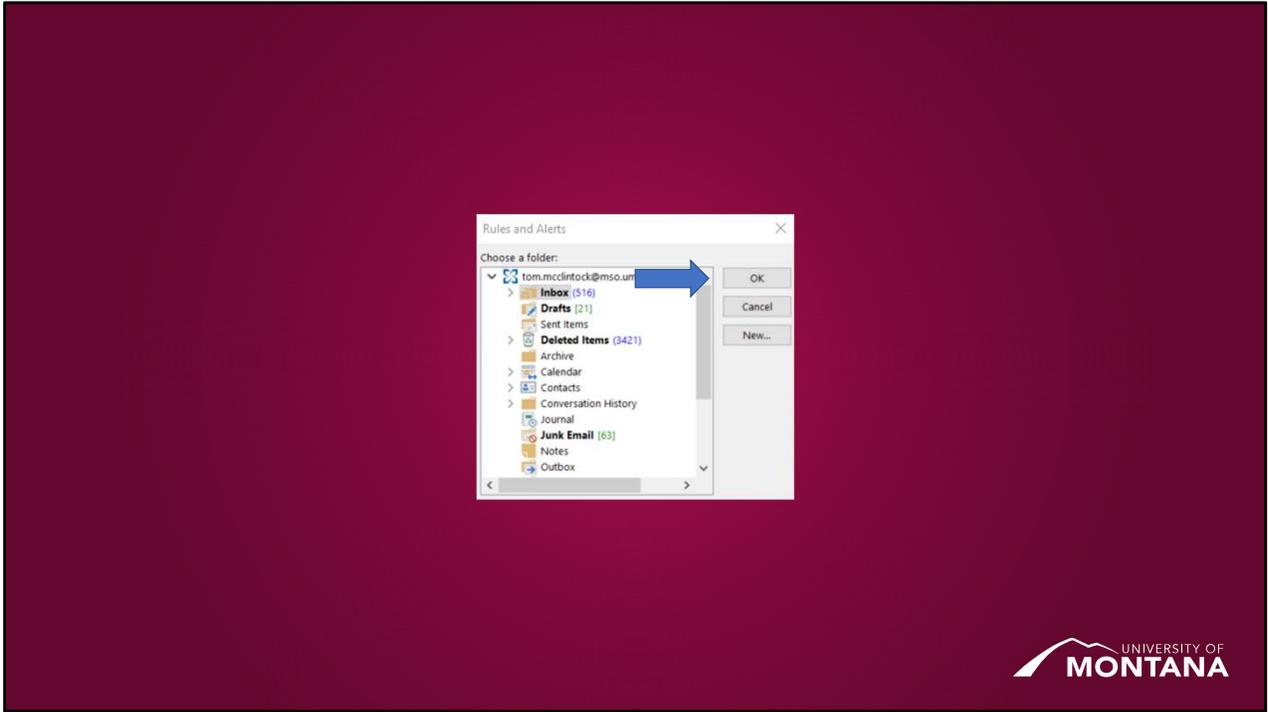
Deselect “from people or a public group” and select “with specific words in the sender’s address” in Step 1.
Then, click “specific words” in Step 2.



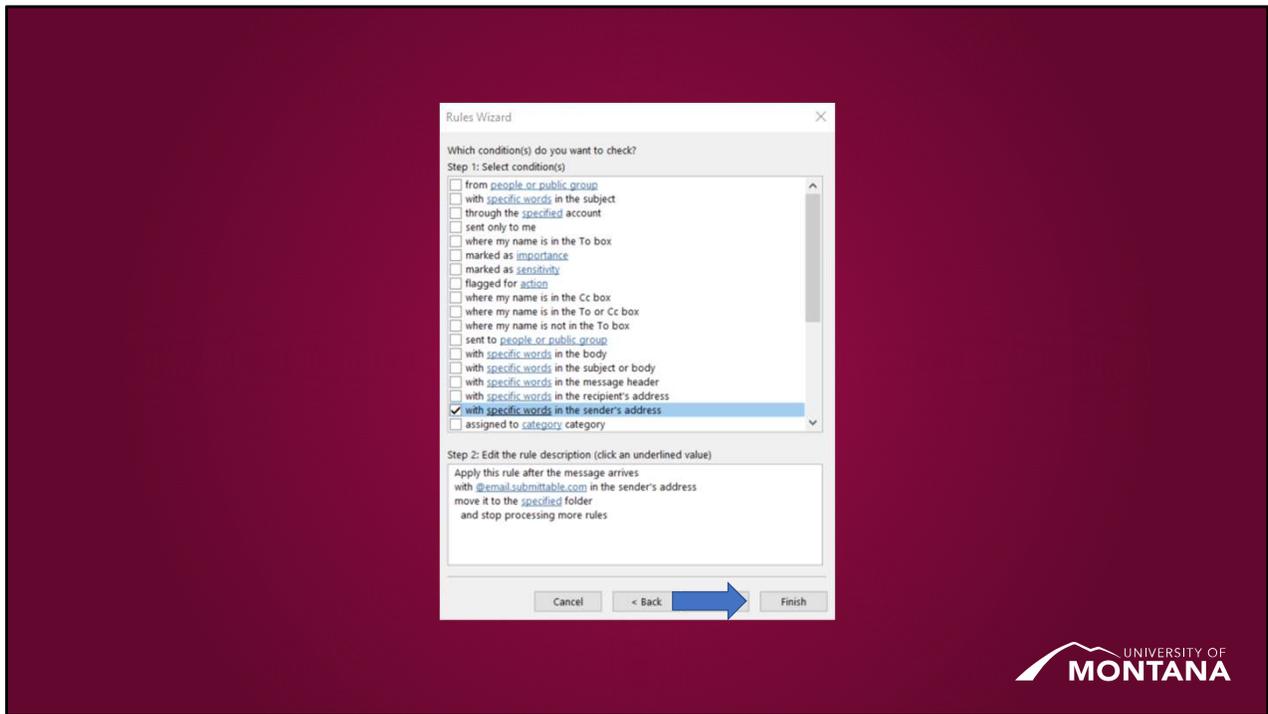
Type in “@email.submittable.com” in the field and click “Add”.
Then, click OK.



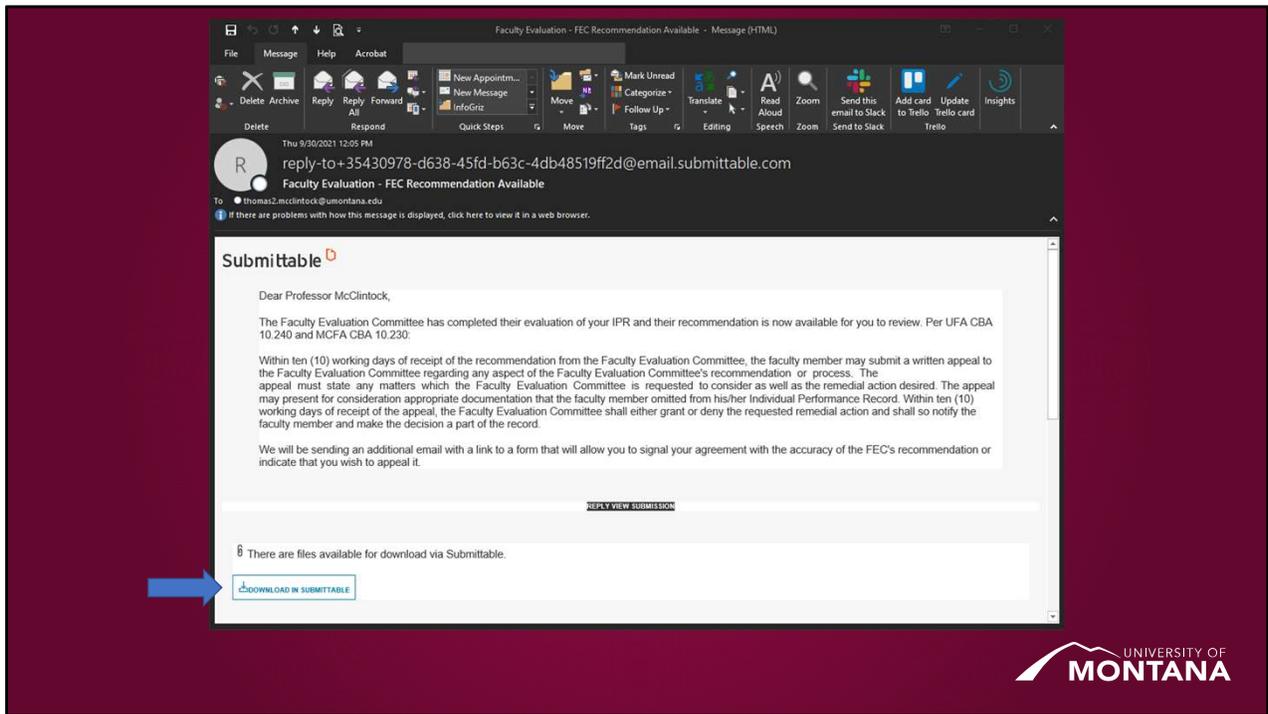
Next, click “specified” in Step 2.



If you'd like to create a new folder, go ahead and click "New..." otherwise make sure your inbox is highlighted and click OK.



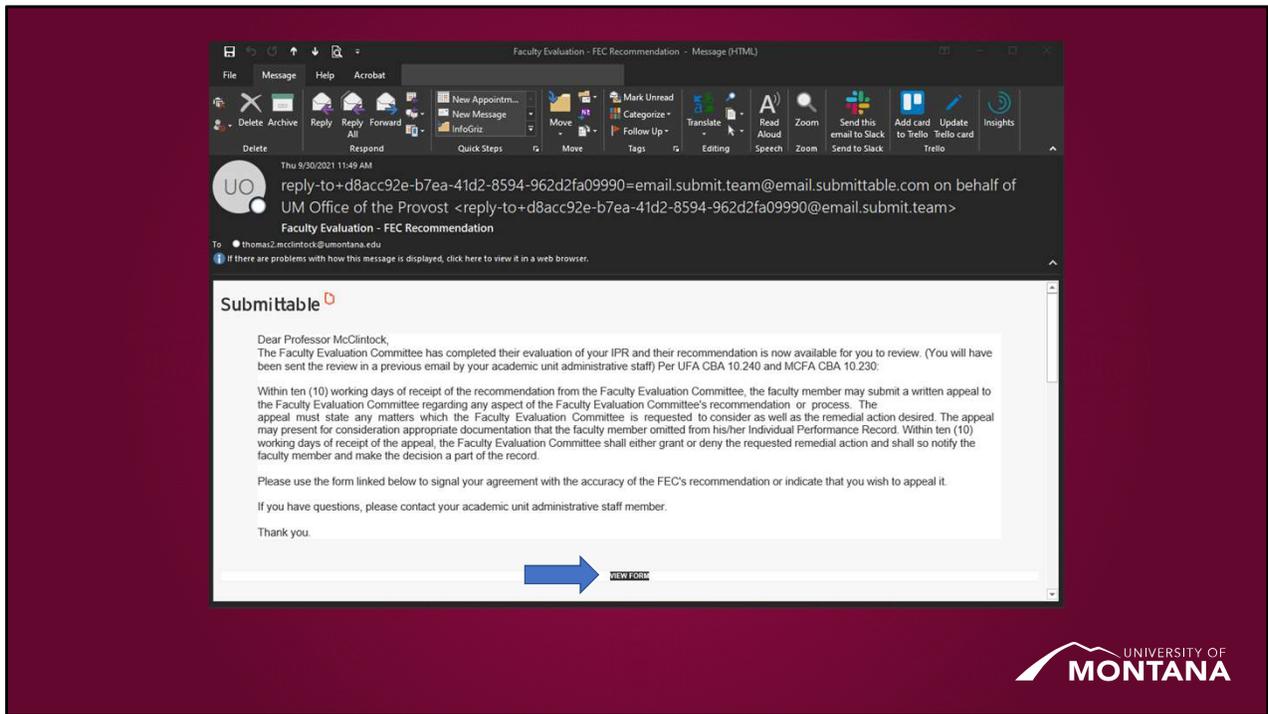
Finally, go ahead and click “Finish.”
You can click “OK” to close out of the Rules and Alerts window.



Returning now to reviews, at the end of each stage, your FE manager will send you the associated recommendation for you to review. That will come via the Submittable messaging system to your email. To access the recommendation, click the “Download in Submittable” link at the bottom of the email.

The screenshot shows the Submittable interface. At the top, there's a navigation bar with 'Submittable' logo and links for 'Submissions', 'Discover', 'Saved', and 'Following'. A user profile icon with 'TM' is visible. Below the navigation, a blue 'In-Progress' button is next to the name 'McClintock'. A subtitle reads 'Submitted to UM Office of the Provost - Faculty Evaluation - IPR Submission (TEST) on 09/21/2021 (8 days ago)'. There are tabs for 'ACTIVITY', 'MESSAGES', 'FORMS', and 'NOTE'. On the right, there are links for 'Download' and 'Withdraw'. A 'New Message' section is highlighted with a dark background. The message details are: 'From: Tom McClintock', 'To: Tom McClintock', and 'Subject: Faculty Evaluation - FEC Recommendation Available'. A blue arrow points to the file link '[McClintock_FEC_Review_1_of_1.docx](#)'. The message body starts with 'Dear Professor McClintock,' followed by text about the Faculty Evaluation Committee's completion and a deadline: 'Within ten (10) working days of receipt of the recommenda...'. A 'Read More' link is present. A 'Reply' button is at the bottom right of the message area. The University of Montana logo is in the bottom right corner of the page.

Then, in the browser window that is opened, click on the filename to download it.



Your FE manager will also send you an email via the Submittable messaging system asking you to fill out an additional form indicating that you have received the recommendation or wish to appeal it (or, in the case of the Dean’s recommendation, that you acknowledge receipt or wish to appeal). To access the form, click the “View Form” link at the bottom of the email.

The image shows a screenshot of a web form on the Submittable platform. The header includes the Submittable logo and navigation links: Submissions, Discover, Saved, and Following. A user profile icon with 'TM' is visible in the top right. The form is titled 'Faculty Evaluation - FEC Sign/Appeal' and contains the question 'Do you approve of the FEC's recommendation?'. Below the question are two radio button options: 'Yes' and 'No'. A blue arrow points to the 'Yes' radio button. At the bottom of the form are two buttons: 'Save Draft' and 'Submit Form'. The University of Montana logo is in the bottom right corner of the page.

That will open a browser window with the form. First, select Yes or No.

Submittable Submissions Discover Saved Following ? TM

← Back to Forms

Faculty Evaluation - FEC Sign/Appeal

Do you approve of the FEC's recommendation?

Yes
 No

I approve of the Faculty Evaluation Committee's recommendation and checking this box constitutes my signature. *

✓ Last Saved a few seconds ago

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If you select “Yes” it will ask you to check a box that will serve as your signature. Then, just click “Submit Form” to submit your agreement (or acknowledgement).

Faculty Evaluation - FEC Sign/Appeal

Do you approve of the FEC's recommendation?

Yes

No

Appeal process information:

You have indicated you wish to appeal this recommendation. Please follow the appeal process described in UFA CBA 10.240 and MCFA CBA 10.230:

"Within ten (10) working days of receipt of the recommendation from the FEC, the faculty member may submit a written appeal to the Faculty Evaluation Committee regarding any aspect of the FEC's recommendation or process. The appeal must state any matters which the FEC is requested to consider as well as the remedial action desired. The appeal may present for consideration appropriate documentation that the faculty member omitted from his/her IPR. Within ten (10) working days of receipt of the appeal, the FEC shall either grant or deny the requested remedial action and shall so notify the faculty member and make the decision a part of the record."

The entire appeal process (written appeal from faculty member; any additional documentation; FEC's response and notification to faculty member) will take place outside of Submittable, using the method your unit has used for the appeals process in the past. Once the appeal process has finished, the FEC will provide the individual managing the paperless faculty evaluation process in your academic unit with the documentation related to the appeal, so they may add it to the evaluation record in Submittable.

 Submit Form

 Last Saved a few seconds ago



If you select “No,” indicating that you wish to appeal the recommendation, you will be provided with information about the appeal process. That process takes place outside of Submittable using the method your unit used prior to the implementation of this paperless process. Your FE manager will reach out to you to coordinate this. Click “Submit Form” to submit your appeal.

Questions?

