Dear Faculty Colleagues,

As we begin the semester, we would like to provide you with an early overview of the Course Feedback process to ensure a seamless and accurate execution. While no immediate action is required from you at this time, I encourage you to familiarize yourself with the process outlined below.

Unit-Specific Evaluation Systems: Some units use their own evaluation system. We plan to centralize that information for students. We will be publishing all unit evaluation systems on our Course Evaluation Website.

Qualtrics Course Evaluation System: For units participating in the Qualtrics Course Evaluation System, unit admins will be reaching out in the coming weeks to request your preferences this semester. Units will still have the option to include all courses each term.

Verify Instructor Information: Please check your course schedules within the next three weeks to ensure the accuracy of your course listings. Confirm that you have activated your @umontana email aliases, and address any necessary updates with your unit admin.

Graduate Students and Faculty Supervisors: List graduate students as the primary instructor for courses they teach. Faculty supervisors should be included only if you have a grading role. Please note that you will also be subject to evaluation if listed as a secondary instructor. To avoid this, you can have the Graduate Instructor add you to the Moodle supplement for any course you supervise as a "Teacher." This will allow you full access to grading functions. The Graduate Instructor will be responsible for entering final grades in Cyberbear.

Team-Taught Courses: In cases of team-taught courses, confirm the inclusion of all instructors. IT has automated the creation of team-taught rosters in Qualtrics, ensuring accurate evaluation if all instructors are in the schedule.

Midterm Feedback Survey: Last fall we piloted a midterm feedback survey in Qualtrics. We are extending the opportunity to all faculty teaching full-term courses this semester. Details for opting into this survey will come from your unit admin.

Please note that midterm survey results will not be shared with Unit Administrators and are separate from end-of-term course evaluations. Faculty are not required to submit this feedback to the Student Evaluation Committee. This survey can be previewed here.

No immediate action is required from you currently. You will be prompted by your unit administrator at the appropriate time. Should you have any issues or inquiries, feel free to reply to this email, and we will be happy to assist you.

Thank you for your participation and support in the Course Feedback Process at UM.

-Office of the Provost