To UM Faculty,

Faculty Evaluations are ready in Interfolio! Log into Interfolio using this direct Single Sign-On link.

Deadline Update

- Since the October 15th deadline falls on a Sunday this year, the Office of the Provost has agreed to follow the request of the UFA President, Allen Szalda-Petree, and extend it to Monday, October 16th
- The deadline in your Interfolio case may appear as October 15. At this time, we are unable to change it. You will still be able to submit documents until October 16th @ 11:59 PM MST.
- It has been brought to our attention that Interfolio's default time zone is EST. At this time, we are unable to change it to MST. The time zone in Interfolio will not impact your ability to submit documents.

FAQ's

I didn't receive an email from Interfolio that my Faculty Evaluation is available. What do I do?

- Interfolio has been made aware of this issue for affected users and is working with the Office of the Provost to address it. Even if you didn't receive an email, you can still access your Faculty Evaluation by using the Single Sign-On link provided above. If you cannot find your Faculty Evaluation in Interfolio, please contact your Faculty Evaluation Manager / Departmental Admin for assistance.

I'm not up for evaluation this year. How do I file my exemption?

- Exemptions can be filed via the Faculty Evaluation – Intake Form in your Interfolio case. This form is in the first section of your review, titled either *Faculty Evaluation – Intake Form* or *Faculty Evaluation – IPR Submission.*

I've always submitted my documentation as one Individual Performance Record file. Am I required to submit my supporting documentation under their respective sections (IPR, Course Evaluations, Teaching, Research & Creative Scholarship, Service, Previous) in Interfolio?

- For the 23-24AY, faculty are not required to upload supporting documentation to different sections within Interfolio. If your department makes a different determination, faculty should follow the standards set by their department. **However,** in order to more easily identify supporting documentation through the review process, faculty are encouraged to upload supporting documentation to the different sections.

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

If you have any questions regarding your Faculty Evaluation in Interfolio, please contact your Faculty Evaluation Managers or Departmental Admins for assistance.

Thank you,

Office of the Provost

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