Guidelines for FAS Faculty Review Qualtrics Feedback Surveys
as of 2026-07-24

For the purposes of collecting mentee feedback survey data for faculty reviews, it is required that you **restrict survey access** so that each mentee receives an **individualized, single-use Qualtrics link**.

Please see below guidance on enabling these functions in Qualtrics, with links to in-depth explanations on the Qualtrics site, as well as some general guidance for survey formatting.

1. Restrict your survey to individualized links only (turning on "Invitation only"):
This setting tells Qualtrics that only respondents who come in via a personal link (i.e., a link tied to a contact) can access the survey; survey attempts made via anonymous link will be blocked.

a. Open your project in Qualtrics and navigate to **Survey > Survey Options > Security > Survey Access**. Select **Invitation only** (not "Available to anyone").

   Under **Survey**, find the **Survey Options** button on the left-hand tool panel:

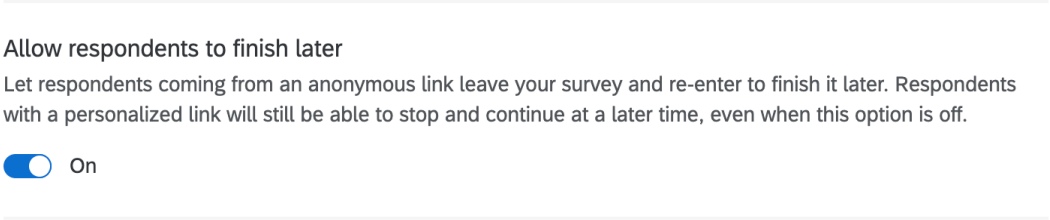


b. If working in an already published survey, click **Publish** again to finalize the updated access restrictions. If working in a draft survey, all settings will be finalized when the draft survey is published.

See more information on Survey Access settings.

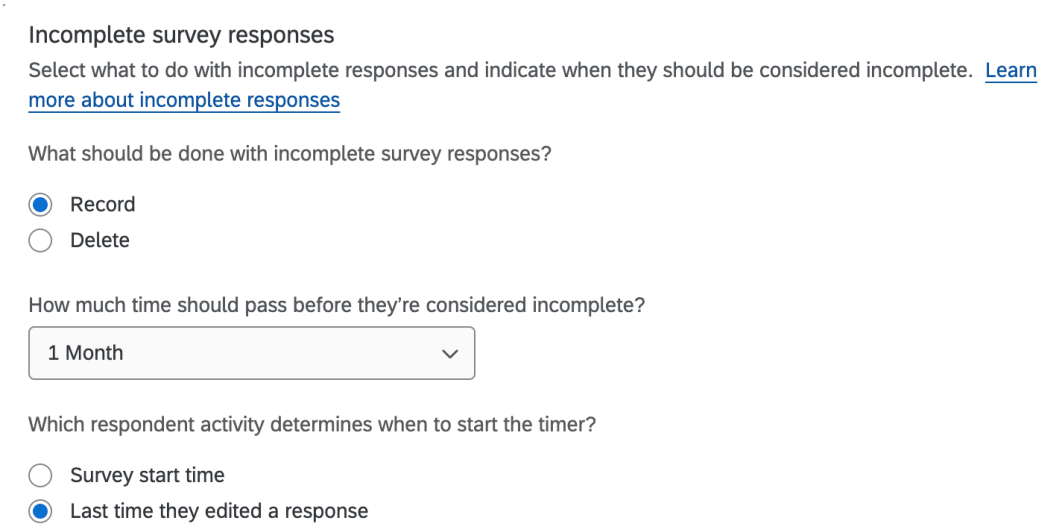
2. Enable settings for finishing responses later:
These settings allow respondents to return to a previously opened survey window without expiration of their personal link and without Qualtrics closing the form prematurely and sending a blank or unfinished report to the survey administrator.

a. To allow respondents to finish an in-progress survey later, navigate to **Survey > Survey Options > Responses** and enable the setting for **"Allow respondents to finish later"**:



b. To avoid early closures and unfinished responses for in-progress surveys, adjust the timeline by which Qualtrics records incomplete survey responses.

   Navigate to **Survey > Survey Options > Responses** and adjust "How much time should pass before they're considered incomplete?" to your desired timeline. Example settings are shown below.



   When selecting a timeline, note that that previously opened personal links will time out after the time period selected. For example, if "How much time should pass before they're considered incomplete?" is set to 1 month, a respondent who began their survey on May 1 will be unable to return and finish their survey through the same link on June 2.

c. If working in an already published survey, click **Publish** again to finalize the updated settings. If working in a draft survey, all settings will be finalized when the draft survey is published.

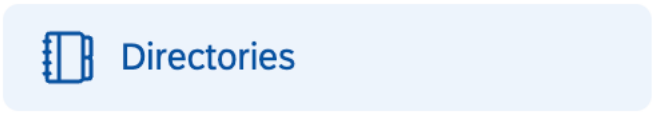
3. Generate and send personal links by creating a contact list:
Creating a contact list with associated personal links tells Qualtrics to restrict responses to individuals on a contact list of your choosing. Individuals on the contact list will receive an invitation through Qualtrics mailer or via a personal link you send them.

a. Navigate to **Directories > Lists > Create a list** to create a list of individuals you want to invite, using their email addresses and names. You can manually input your contacts or upload a file (.csv or .tsv).

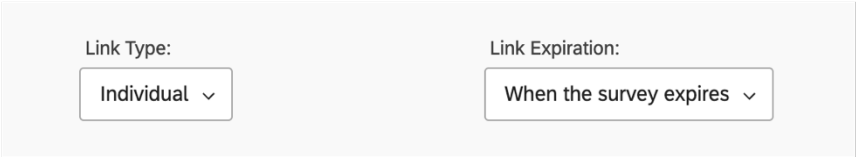
   Find **Directories** in the drop-down menu in the upper-left hand corner of the browser window:



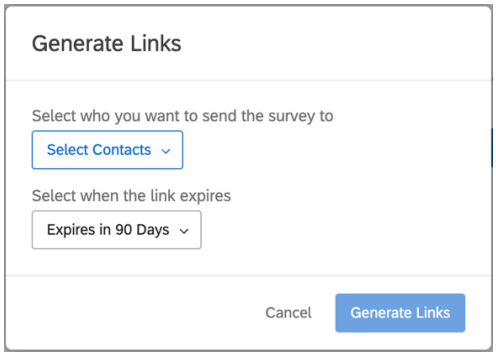
Once the drop-down menu is open, navigate to **Directories**:



b. If using Qualtrics mailer:
    - Navigate to **Distributions > Emails > Compose Email** to compose your survey solicitation email.
    - Under **Select Contacts**, select the contact list you created in Directories.
    - Under **Show Advanced Options**, ensure that **Link Type** is set to **Individual** (this is the default setting in Qualtrics mailer).
    - *Note: select your desired timeline for link expiration under "Link Expiration". After the selected period of time has passed since the distribution of personal links, individuals will be unable to access the survey through the link provided. See below.*

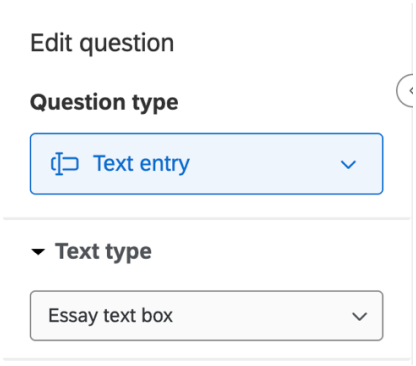


c. If not using Qualtrics mailer to distribute invitations:
    - You can instead create personal links by navigating to **Distributions > Personal Links > Generate Links** and selecting your contact list.
    - *Note: select your desired timeline for link expiration under "Select when the link expires". After the selected period of time has passed since the distribution of personal links, individuals will be unable to access the survey through the link provided. See below.*

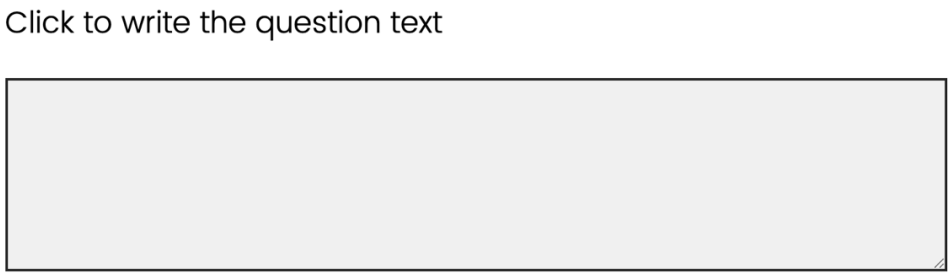


4. Format your survey text boxes for detailed questions:
For questions requiring detailed responses, format questions in Qualtrics with text boxes that allow for lengthy blocks of text.

a. Navigate to **Survey > Builder** to edit your survey questions. When creating a survey question requiring a detailed response, choose **Question Type > Text Entry**. Under **Text Type**, choose **Essay Text Box**.



b. Respondents can further expand text boxes when completing the survey by dragging from the lower right-hand corner. (Note that the drag-to-expand functionality is not available in the mobile version).



See more information on creating a mailing list and survey link types in Qualtrics mailer.

If not using Qualtrics mailer, see more information on generating personal links.

*By default, respondents can submit **only one response** using their personal URL. In theory, a personal link that is shared--for example, via email forwarding--could be used by an individual not on your contact list. However, only one response will be accepted through a given personal link. Note that Qualtrics does not recommend using authenticators alongside personal links.*