



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

Office of Academic Affairs

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Important Dates to Remember

Annual Performance Evaluations (for faculty and academic professionals)

1. College/Unit Interfolio leads will produce an academic personnel report from HCM for all tenure stream faculty, non-tenure track faculty, and post-doctoral associates in their units, and prepare annual performance review case files in WyoFolio.
2. Annual performance evaluations must be completed in WyoFolio no later than **March 17, 2024**. (This includes the department head uploading evaluation form, having met with faculty member, faculty member acknowledging receipt of review and providing comments, if desired, and dean approval.)
3. Academic Affairs will create master report and send to HR by **March 31, 2024**.

Annual Performance Evaluations (for staff and academic administrators [generally, not including department heads])

1. Performance evaluations must be completed in HCM by **March 31, 2024**. (This means that all steps in the evaluation process must be completed by this date.)
2. For more information, see the HR Performance Management website.
(<https://www.uwyo.edu/hr/employee-relations/performance-management/index.html>)

Job Descriptions

1. Job description worksheets must be submitted by the department heads to the College/Unit Interfolio leads by their internal deadline.
2. Workload distributions and activities/expectations will be uploaded into WyoVita in accordance with their internal processes and procedures.
3. Workload data (percentages by category, activities/expectations by category) will be recorded in WyoVita, preferably by **May 1, 2024**, but no later than **May 17, 2024**. A copy of the job description worksheet should be attached to the faculty's WyoVita record.
4. Adjustments to workload percentages and activities/expectations may be made throughout the summer as needed. When adjustments are made, a new job description worksheet should be attached to the WyoVita record.

Reappointment, Tenure and Promotion

1. University Reappointment, Tenure and Promotion Committee meets on **February 5-6, 2024**, in College of Engineering & Physical Sciences Dean's Conference Room. If departments have early tenure and promotion cases or conflicted cases, and the candidate chooses to attend, department heads (and deans/directors) are also expected to attend. The Provost may ask the URTP Committee to review other cases too. The Deans/Directors and Department Heads will be notified by our office as soon as the schedule is available.