
From: Tami B. Benham-Deal
Sent: Wednesday, November 29, 2023 1:48 PM
To: AA-deans; AA-VPs; AA-directors
Cc: aa-college-leads; aa-department-heads; Ariel Nicole Ivanoff; Stephanie Marie Stark; Cheri Frank; Kaylin Brooks; Mandy Jane Gifford
Subject: CY 2023 Annual performance reviews
Attachments: Guidelines and Instructions for Annual Performance Evaluation 11-20-23.pdf; Annual evaluation and Workload Distribution FAQs Draft 11-15-23.pdf; Academic Personnel Reviews - Important dates 2024.pdf

Deans,

The time for conducting CY 2023 annual performance reviews is rapidly approaching. Attached are guidance/instructional documents and FAQs that will assist you when conducting annual performance reviews for full-time faculty (and post-docs). I have also attached a document that contains important dates associated with annual performance reviews, AY 24-25 job descriptions, and mid-probationary, tenure, promotion, and FTRC reviews.

As a reminder, faculty reviews are completed in WyoFolio, and staff and administrative reviews are completed in HCM. Generally, department head reviews (conducted by Deans and/or Associate Deans) are done in WyoFolio, not in HCM. We typically leave it up to Deans to determine if they want to review their Associate Deans in HCM or WyoFolio. I think a good rule of thumb is, use WyoFolio if the Associate Dean has a mixed-appointment (e.g., workload distributed across administrative duties, research/creative activities, teaching, etc.) and use HCM if the Associate Dean is 100% administration.

Your Interfolio Leads (copied here) will be working on setting up annual review cases in WyoFolio. Once done, please use your internal communication processes to let your department heads (and others who directly supervise non-tenure track faculty and post-docs) know that the case files are ready. Arielle and Stephanie met with the Interfolio Leads today to discuss the process.

Finally, Deans/Vice Provosts - if you have not completed your goals in HCM, please do so before the goals module closes toward the end of the year. By doing this, your goals will be integrated into the performance module that you and the Provost will complete. I believe there are still a couple of trainings on how to use the goal module in December (see screen shot below). If you have never used it before or can't remember how, you might want to pop into to one of HR's trainings.

(Department Head/Associate Deans – We handed out the attached documents last week at our monthly meeting (and they are available in our Teams channel). Please take a moment to review and if you have questions, let's address them at our next meeting on December 12, 2023.)

As always, please let us know if you have any questions.

Thanks,

Tami Benham Deal

Sr. Vice Provost
Academic Affairs
Professor/Kinesiology & Health

University of Wyoming

318 Old Main
Laramie, WY 82071
Main Office 307-766-4286
benham@uwyo.edu • <https://www.uwyo.edu/acadaffairs/>





Performance Goal Training for Staff and Administrative Evaluations



As the deadline to complete **goals** for upcoming performance evaluations approaches, Employee Relations has scheduled four trainings.

The first opportunity is tomorrow:

- [Goal Training Session 11/17/2023 at 1:30 pm](#)
- [Goal Training Session 11/28/2023 at 9:30 am](#)
- [Goal Training Session 12/6/2023 at 9:30 am](#)
- [Goal Training Session 12/20/2023 at 1:30 pm](#)

In-person training is available upon request

As this deadline draws near, please keep in mind that:

- The evaluation **module** and the goal **module** are separate in WyoCloud.
 - Changes made in the goal **module** after 12/31/2023 will not be reflected in the evaluation.
- Edits and additions to employee **goals** must be completed by 12/31/2023.
- Employees will be unable to adjust personal **goals** once the evaluations are created at the beginning of the New Year.

If you have questions about this process, you can find help with these quick reference guides:

- [Update Employee Performance Goals](#)
- [Update Individual Performance Goals](#)

If you have questions, please reach out to [Renee Ballard](#) or [Kimberly Cuthbert](#).

Please note that this announcement does not apply to annual reviews for full-time tenure-stream and non-tenure track faculty and post-doctoral associates, which are completed in WyoFolio. Please contact facultyaffairs@uwyo.edu if you have any questions about WyoFolio evaluations.

Resources

- [Document Delivery Preference](#) (for W-2 Tax Form)
- [HR Website](#)
- [Employee Handbook](#)
- [Direct Deposit QRG](#)
- [Updating Personal Information QRG](#)
- [Campus Wellness Resources](#)

Contact Information

Human Resources
Department 3422
1000 East University Avenue
Laramie, WY 82071-3226

Hill Hall, 3rd Floor
Phone: (307) 766-2215
Fax: (307) 766-5607