

2020 Annual Evaluation for Faculty



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Who needs to complete an annual evaluation?

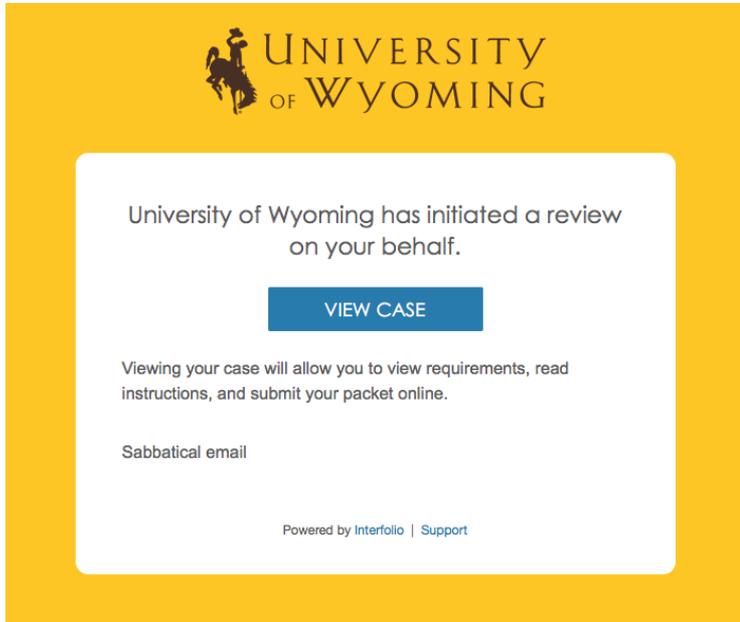
All benefited faculty need to complete an annual evaluation.

- If you **have not** gone through the Reappointment, Tenure or Promotion process this academic year you will need to participate in a full annual evaluation.
- If you **have** gone through the Reappointment, Tenure or Promotion process this year you will only need to enter your Goals for 2021.



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Wait for email saying your case has been created.



The “View Case” link will take you to a sign-in page at www.interfolio.com. Click on “Partner Institution”

Sign In

Sign in with email

Email *

Enter Email

Password *

Enter Password

Sign In

[Forgot your password?](#)

Or sign in with:

Partner Institution

Google

Type ‘Wyoming’ in the search box and select University of Wyoming. This will take you to the UW log in screen.



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You can also access WyoFolio/WyoVita anytime via WyoWeb

Click on link for Annual Review. (Note: you may have multiple action items, e.g., T&P, sabbaticals, etc.)

Title	Due Date
Aneesa McDonald ← UW - Annual Review Calendar Year 2020 Master College of Health Sciences Review	



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On the Overview (default) window, you will see a list of documents you are required to submit. This will vary from unit to unit. Academic Affairs will require a WyoVita CV, a brief narrative, and your goals from the previous year. You will also be asked to complete your goals for calendar year 2021. Colleges and Units may ask for more information. If you have questions speak with your supervisor.

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

WyoVita Vita Edit

Unlocked

Type
<input checked="" type="checkbox"/> StandardCV

Candidate Documents Edit

Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="checkbox"/> Narrative/Annual Report	1 required	0
<input checked="" type="checkbox"/> Goals for 2020	0 required	0
<input checked="" type="checkbox"/> Other Documents	0 required	0
<input checked="" type="checkbox"/> Instructional Appointment Credentials	0 required	0
<input type="checkbox"/> Goals for upcoming year	1 required	0



Note: If you have already sent in your transcripts to Academic Affairs or you have added them to WyoFolio in the past, you do not need to complete the “Instructional Appointment Credentials” section.



Finding your 2020 goals

To find the goals that you submitted last year during your annual review, you will click on "Your Packets". You will find your 2019 annual review under "Completed". Click on "View" and scroll to "Candidate Documents" and click "Edit". This will bring up your materials from last year and you will be able to view your goals.



Completed

Packet	Type	Responded	Completed	
Extension - Nutrition UW Extension - Performance Appraisal/Annual Review	Review	-	Feb 1, 2019	View
Mathematics & Statistics AS - Music Tenure and Promotion 2019-2020	Tenure	-	Oct 15, 2019	View
University of Wyoming UW - Annual Review 2019 Master	Review	-	Jan 13, 2020	View

A screenshot of the "Candidate Documents" page. It shows a table with columns for Type, # Required, and # Added. The "Goals for upcoming year" row has 1 required question and 0 added. A red arrow points to the "Edit" button in the top right corner of the table area.

Type	# Required	# Added
<input type="radio"/> Narrative/Annual Report	1 required	0
<input checked="" type="radio"/> Other Documents	0 required	
<input checked="" type="radio"/> Instructional Appointment Credentials	0 required	
<input type="radio"/> Goals for upcoming year	1 required	

No files have been added yet.

Goals for upcoming year 1 required questions,

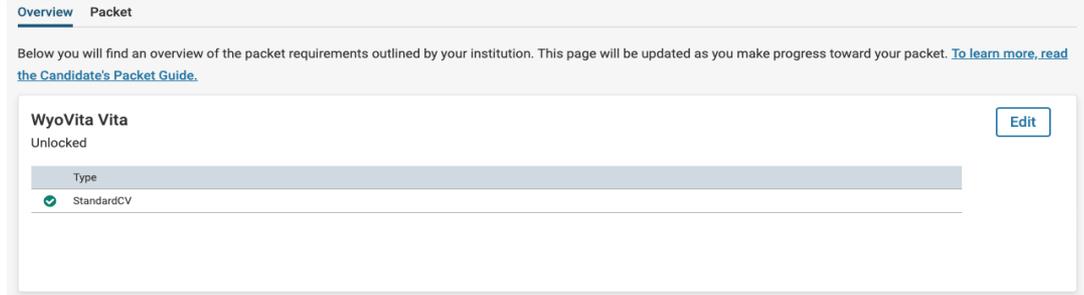
This form has not been complete.



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How to Add Materials

Click “Edit”



Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

WyoVita Vita Edit

Unlocked

Type
<input checked="" type="checkbox"/> StandardCV

If you have recently updated your WyoVita, you will want to “Regenerate” your CV to ensure that your CV is up to date. You will be able to regenerate as frequently as you would like until you hit “Submit”. Once you hit “Submit” this section will lock.



▼ WyoVita Vita Submit

Not Yet Submitted Unlocked

Title	Details	Actions
University of Wyoming Vita Spring 2020 - Spring 2021	Generated Jan 25, 2021	Regenerate



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How to Add Materials

You will see the required documents, plus optional documents, again this will vary by unit. For each requirement click on “Add”. This will open a window that will allow you to upload a new document.

▼ **Candidate Documents** Submit 0 of 1
Required Files

Not Yet Submitted Unlocked

Narrative/Annual Report 1 required, 0 Added Add

Please follow college or unit guidelines for narrative.

No files have been added yet.

Once you see ‘success’ click ‘Add’. (Note: Program will automatically convert document to a PDF to ensure integrity of the document)

Add Request for Sabbatical of Professional Development Leave Form ✕

1 Required

Choose Existing Add New File

Upload Video Webpage

sabbatical_form Success ✕

Add Cancel

Add Narrative/Annual Report ✕

1 Required

Choose Existing Add New File

Upload Video Webpage


Drag & Drop your files anywhere or

Browse To Upload

Add Cancel



Adding Goals for 2021

To add your goals for calendar year 2021, click “Fill Out Form”. If you have questions about your 2021 goals, please work with your supervisor. When you have completed your goals click “Return to Packet”.

Faculty Member's Goals for upcoming year *

[Return to Packet](#)



You can edit your goals by clicking “Edit Form” or “Edit”. You will be able to edit your goals until you submit your materials.

Goals for upcoming year 1 required questions,

[Edit Form](#)



Title

Details

Actions

Goals for upcoming year

Completed
Submitted
Jan 27, 2021

[Edit](#)



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Submitting your materials

Once you have uploaded all your required materials you will need to hit “Submit” on the WyoVita section AND the Candidate Documents section. You can preview your materials by clicking “Preview Packet” at the top of the page.

University of Wyoming > Your Packets >

UW - Annual Review Calendar Year 2020 Master

Unit: College of Health Sciences | Type: Review

Candidate Instructions: [View Instructions](#)

Overview | **Packet**

+ Expand All | - Collapse All

WyoVita Vita Not Yet Submitted Unlocked Submit

Title	Details	Actions
University of Wyoming Vita Spring 2020 - Spring 2021	Generated Jan 25, 2021	Regenerate

Candidate Documents Not Yet Submitted Unlocked Preview Submit 1 of 1 Required Files Add

Narrative/Annual Report 1 required, 1 Added

Please follow college or unit guidelines for narrative.

Title	Details	Actions
Narrative Example	Added Jan 25, 2021	Edit Remove

Note: Your case will lock once you have submitted your materials and you will not be able to make additional edits. If you need to make an edit to your documents, you need to contact your dean/director’s office to unlock your case.



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Reviewing and Acknowledging Your Annual Review

The faculty member will have an opportunity to acknowledge the annual review submitted by the supervisor. You will receive an email when you need to acknowledge. Below is a sample of what that email will look like.

Department Head and Dean recommendation



Aneesa McDonald <noreply@interfolio.com>

Aneesa Anne McDonald

Friday, October 12, 2018 at 4:05 PM

[Show Details](#)

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.



Aneesa McDonald has shared files with you.

[VIEW FILES](#)

You will be required to sign in to your account to view the shared files.

This is the Department Head and Dean recommendation. In order for your proposal to be sent to Academic Affairs you **MUST** acknowledge you have seen the recommendation by November 11. Please let me know if you have any questions.

Powered by Interfolio | [Support](#)



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Reviewing and Acknowledging Your Annual Review

Once you have signed the form you will need to upload it into WyoFolio. To do this you will log into WyoFolio and you will see an action item indicating that a file has been shared and an indication if a shared file is open for response. You can click your name to view the packet or click “Your Packets” in the left-hand navigation and select the case. Open the “Shared Committee Files” tab of the case packet. Click “Send Response” to respond to the file. Give your response a title and upload the document. Your response will appear in the list of shared files.

Demo University > Your Packets >
Music Promotion Cases

Unit
Ethnomusicology

Type
Promotion

Overview Packet Shared Committee Files

Below you will find an overview of the packet requirements outlined by your institution, toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents
Submitted

Type	# Req
CV	1 requ

▼ Sent by Beverly Brown on Jan 21, 2019

Shared Files

Department Chairs Report

Open for Response
To learn more, read about how to [View and Respond to Files Shared with You b](#)

Due
Due: Jan 25, 2019

Send Response

Your response will appear in the list of shared files

▼ Sent by Beverly Brown on Jan 21, 2019

Shared Files	Actions
Department Chairs Report	Copy to Dossier Download

Response
To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Shared	Details
Rebuttal to Chair's Report	Sent: Jan 20, 2019



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Reviewing and Acknowledging Your Annual Review

In Committee files you will see the files that were shared with you and your response. At this point you can view, download or save the files to your Interfolio Dossier. You will also see your acknowledgement.

Sent by Aneesa McDonald on Oct 12, 2018 [View](#)

sabbatical_form	Copy to Dossier Download
Narrative Example	Copy to Dossier Download
Narrative Example	Copy to Dossier Download
CV Example	Copy to Dossier Download
CV Example	Copy to Dossier Download
Acknowledgement	Copy to Dossier Download

Response

[Aneesa McDonald Acknowledgement](#) ← Sent: Oct 12, 2018



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Reviewing and Acknowledging Your Annual Review

The acknowledgment form can be found in the Annual Review section on the Academic Affairs website. <http://www.uwyo.edu/acadaffairs/academics/faculty-resources/reviews/index.html>

Faculty should review and meet with their supervisor BEFORE uploading the acknowledgement.

Faculty must also upload an acknowledgement that they have seen the secondary level of review (e.g., Dean, Director or Vice President).



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Reviewing and Acknowledging Your Annual Review

Instructions for uploading your acknowledgment:

Once you have signed the form you will need to upload it into WyoFolio. To do this you will log into WyoFolio and you will see an action item indicating that a file has been shared and an indication if a shared file is open for response. You can click your name to view the packet or click "Your Packets" in the left hand navigation and select the case. Open the "Shared Committee Files" tab of the case packet. Click "Send Response" to respond to the file. Give your response a title and upload the document. Your response will appear in the list of shared files.

Faculty Annual Review Acknowledgement

I have reviewed and met with my unit head/supervisor to discuss my 2020 calendar year evaluation.

Signature (electronic signature accepted)

Date

Comments (optional):



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I am stuck and I need help, what do I do?

First, visit the Academic Affairs website.

<http://www.uwyo.edu/acadaffairs/academics/faculty-resources/tenure-promotion/> . Most questions can be answered by either reviewing one of the trainings, looking at the FAQs, or using the quick reference guides.

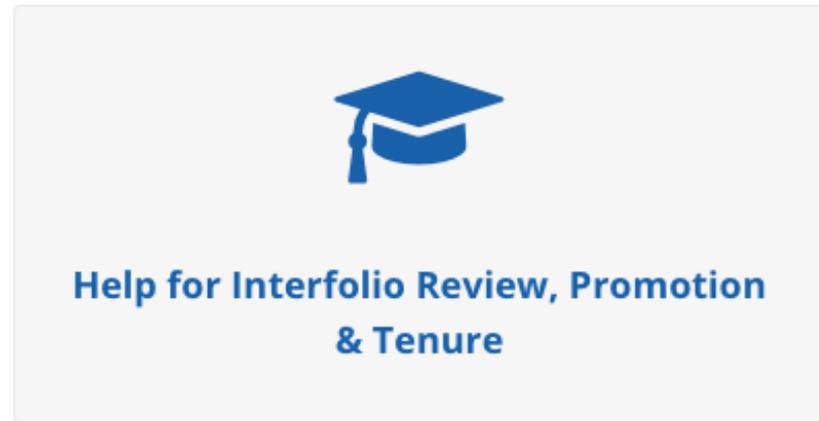
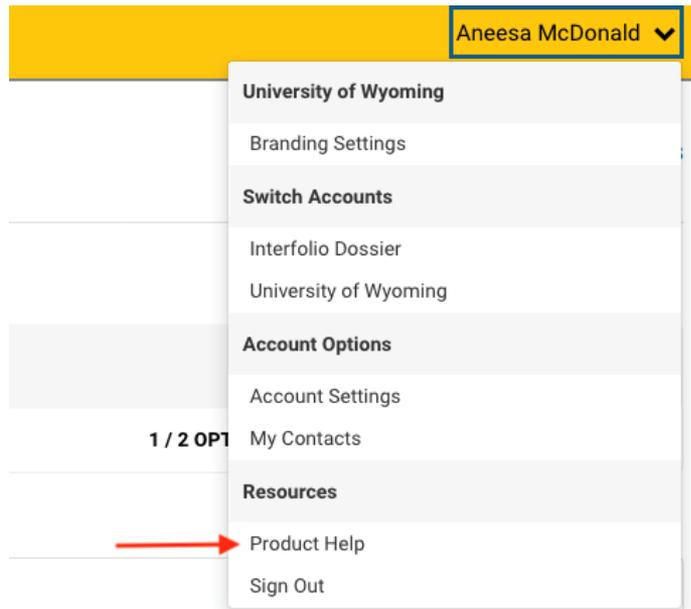
If you still have questions, contact the college WyoFolio/WyoVita liaison; this is usually a staff member in the Dean's office. You may also contact Aneesa McDonald (aneesamc@uwyo.edu) in Academic Affairs.

If you are having technical difficulties, contact Interfolio Scholar Services at 1-877-997-8807 option 2. The Scholar Service Center can be reached M-F 9am-6pm Eastern Time or help@interfolio.com.



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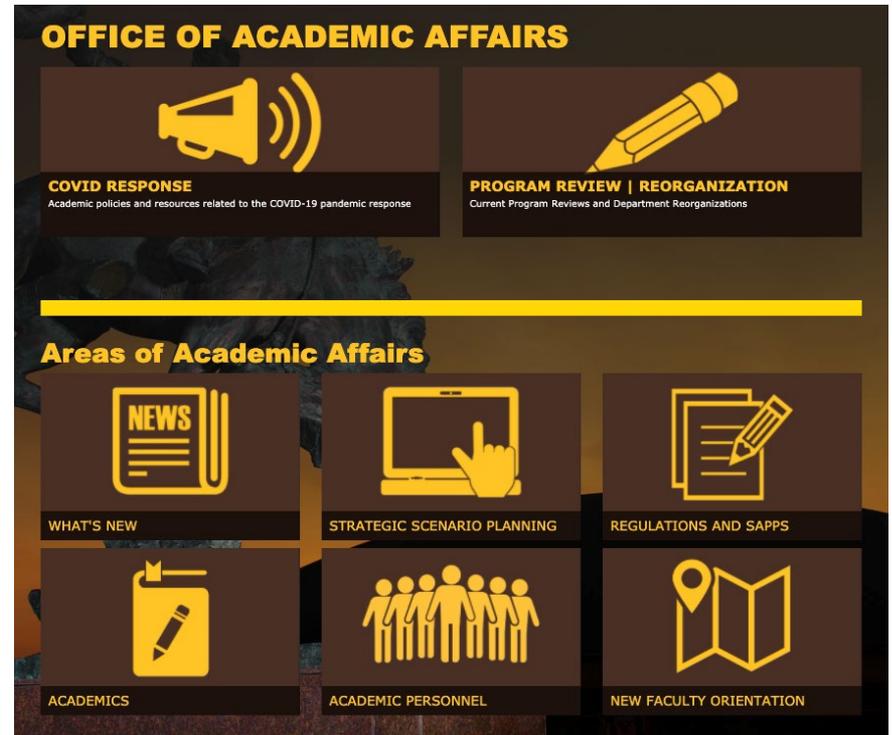
For additional help with any of these steps click the arrow by your name in the upper right corner and select Product Help. Select “Help for Interfolio Review, Promotion and Tenure” for a variety of help documents.



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Thank you for joining us!

- Did we answer all your questions?
- For more information, please visit our Academic Personnel Resources page on the Academic Affairs website:



<http://www.uwyo.edu/acadaffairs/academics/faculty-resources/reviews/index.html>



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