2020 Annual Evaluation for Faculty

Who needs to complete an annual evaluation?
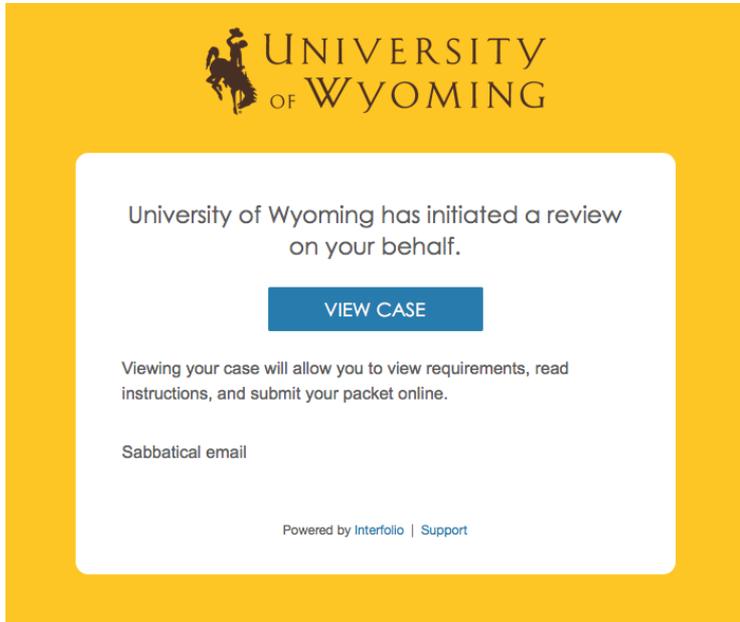
<u>All</u> benefited faculty need to complete an annual evaluation.

- 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.

UW UNIVERSITY OF WYOMING

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"

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

You can also access WyoFolio/WyoVita anytime via WyoWeb

Click on link for <u>Annual Review</u>. (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	

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
Unlocked

Type	
✓ StandardCV	

[Edit]

Candidate Documents
Not Yet Submitted Unlocked

Type	# Required	# Added
● Narrative/Annual Report	1 required	0
✓ Goals for 2020	0 required	0
✓ Other Documents	0 required	0
✓ Instructional Appointment Credentials	0 required	0
● Goals for upcoming year	1 required	0

[Edit]

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.

UW UNIVERSITY OF WYOMING

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.

Home

Your Packets

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

Candidate Documents

Not Yet Submitted | Locked

	Type	# Required	# Added
●	Narrative/Annual Report	1 required	0
✓	Other Documents	0 required	
✓	Instructional Appointment Credentials	0 required	
●	Goals for upcoming year	1 required	

Edit

No files have been added yet.

Goals for upcoming year 1 required questions,

This form has not been complete.

UNIVERSITY OF WYOMING

How to Add Materials

Click "Edit"

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.

UW UNIVERSITY OF WYOMING

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
Not Yet Submitted **Unlocked**

Submit   0 of 1
Required Files

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

Submitting your materials

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

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.

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.

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.

Your response will appear in the list of shared files

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.

University of Wyoming

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 <u>and</u> 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).

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):

UNIVERSITY OF WYOMING

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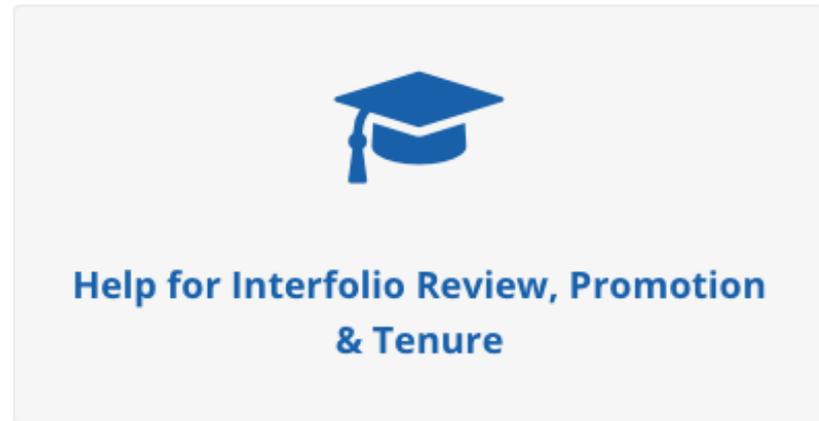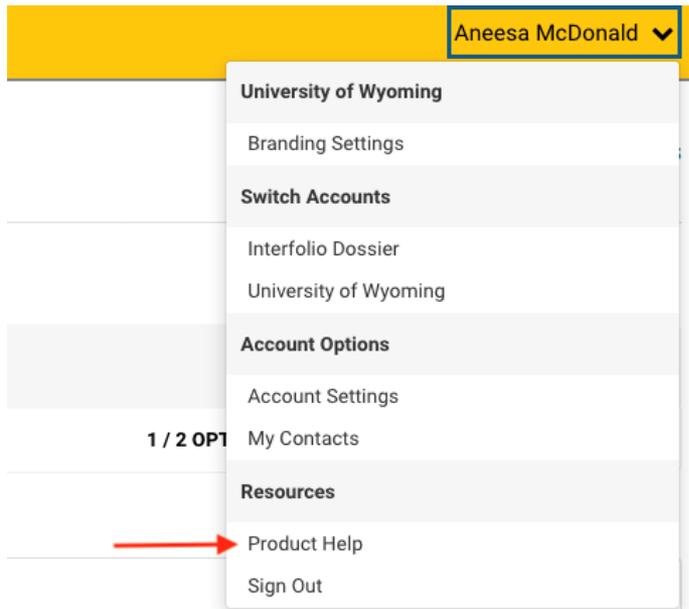
If you still have questions, contact the college WyoFolio/WyoVita liaison; this is usually a staff member in the Dean's office. You may also contact Aneesa McDonald (aneesamc@uwyo.edu) in Academic Affairs.

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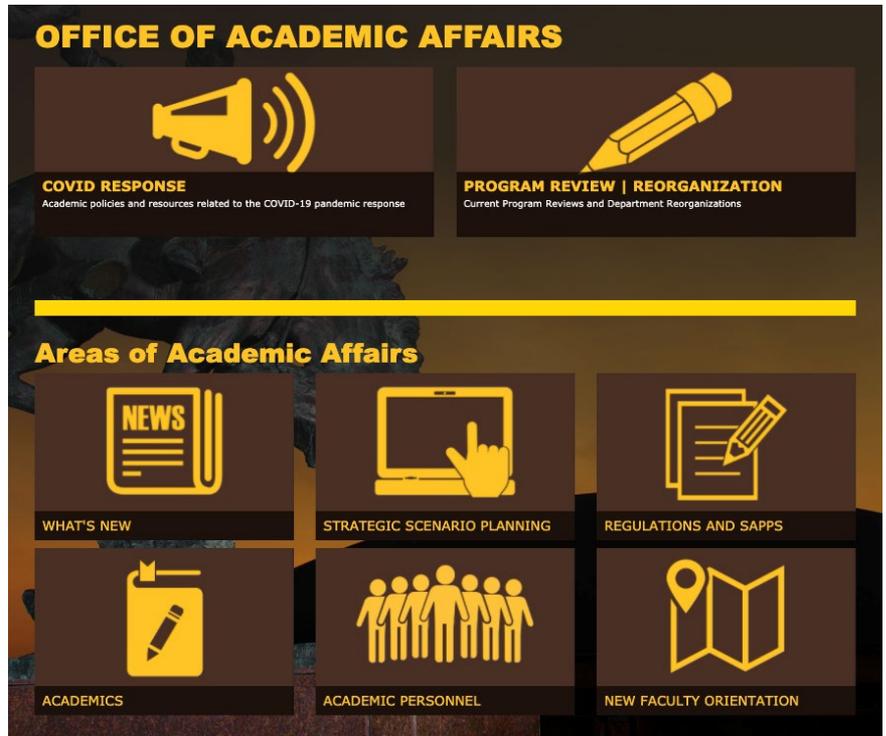
For additional help with any of these steps click the arrow by your name in the upper right corner and select Product Help. Select "Help for Interfolio Review, Promotion and Tenure" for a variety of help documents.

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