

From: [Tami B. Benham-Deal](#)
To: [Aneesa Anne McDonald](#); [Justin McDonald](#)
Subject: FW: Preparing for annual reviews
Date: Tuesday, January 19, 2021 4:48:10 PM
Attachments: [Guidelines and Instructions for Annual Performance Evaluation 1-13-2021.docx](#)

From: Tami B. Benham-Deal
Sent: Wednesday, January 13, 2021 3:53 PM
To: aa-department-heads@uwyo.edu
Cc: aa-deans@uwyo.edu; aa-associate-deans@uwyo.edu; Aneesa Anne McDonald
<AneesaMc@uwyo.edu>
Subject: Preparing for annual reviews

All,

Yesterday you received an email announcement from UW Human Resources about 2020 performance evaluations. As noted, evaluations for classified staff and Administrative Personnel will be completed in HCM. Evaluations for academic personnel (including post-doctoral associates) will be completed in WyoFolio. All steps in the evaluation process must be completed no later than March 31, 2021. For academic personnel, this means that all levels of review in WyoFolio must be completed by the end of March (i.e., unit, college and Academic Affairs).

So, it is time to begin creating cases in WyoFolio. Please work with your unit and college staff to ensure this is done in a timely fashion.

To gear up, we will hold a meeting next week to review the annual review process in WyoFolio. We will also provide instructions on using WyoVita to develop job descriptions for the next academic/fiscal year. Aneesa will be sending out a Zoom invite for two meetings – Tuesday, Jan 19 from 3:30 – 4:30 pm and Thursday, Jan 21 from 10-11 am. The second meeting will be a repeat for the first one. You only need to attend one, but are welcome to attend both.

Finally, I have attached a guidelines/instructions document for your perusal. I expect that some of this information will be used as the basis for a further Standard Administrative Policy and Procedure (SAPP) document. In the meantime, I hope you will find these guidelines/instructions helpful.

I look forward to seeing you (virtually) next week.

Tami Benham Deal, PED

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