



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

Annual Evaluation and Workload Distribution FAQs

1. What is the deadline for annual reviews?

*The administrative head/supervisor and faculty member meet no later than March 1, if possible, to discuss the written evaluation, assignments, and expectations for the next annual review, including any adjustments to the job description that may be needed for the following academic or fiscal year. **DEANS MUST MOVE CASE FORWARD TO ACADEMIC AFFAIRS NO LATER THAN END OF DAY ON MARCH 17th**. Check with your Deans Office for college deadlines.*

For further details see the Guidelines and Instructions for Annual Performance Evaluation document found here <https://www.uwyo.edu/acadaffairs/academic-personnel/reviews/annual.html>

2. If faculty have completed an RTP review during the current academic year, do they need to also complete an annual evaluation?

Tenure track and non-tenure track faculty with an appointment that leads to a fixed-term rolling contract may substitute first year reviews, mid-probationary reviews, tenure reviews, promotion reviews, or reviews for a fixed-term rolling contract for the annual review, providing the evaluation of annual performance can be disaggregated from the comprehensive review.

3. How do we record goals for the upcoming year for faculty who have gone through the RTP process?

For the current year under review, faculty who went through the RTP review will have a case built for them in WyoFolio where they will enter their goals and supervisors will be able to give feedback on those goals. For next year's reviews, a section for goals will be added to the RTP documentation. Academic Affairs recommends you work with the faculty to discuss goals for the following year and workload distribution.

4. Are part-time (non-benefited) faculty required to engage in the annual review process?

Only faculty who are benefited, regardless of FTE, and should not be reviewed in WyoFolio.

5. Can a department peer group/evaluation committee be added to the review process?

Yes, work with your college WyoFolio/WyoFolio liaison to add that step to the review case.

6. What do faculty need to upload for their annual evaluation? If I want my faculty to upload additional documents (i.e., teaching evaluations, teaching materials, etc.) where do they upload them?

At minimum, materials must include an up-to-date vita, loaded from WyoVita, and a written statement that summarizes and provides self-reflection on performance in each of the areas outlined in the job description. Colleges and academic units may have additional requirements.

Faculty can upload any additional documents required by the supervisor or unit under "Other Documents" in the Candidate Packet section.

7. In the candidate section under Goals, how do they respond?

Faculty should address their goals and how they met them and/or accomplishments they made toward those goals. A supervisor and faculty member should work together to determine if those goals are still applicable for the next year.

8. Do I need to meet with my faculty to discuss their evaluation/workload distribution? How long should those meetings be?

Yes, supervisors need to meet with faculty members to discuss the annual evaluation and workload distribution. These meetings can be held virtually, over the phone, or in person, if proper social distancing can be maintained. The performance evaluation at the unit level will not be considered final until the meeting has occurred and been documented in WyoFolio. If the faculty member is tenure- or fixed-term -eligible, this meeting should also include a discussion of the faculty member's progress toward tenure, fixed-term and/or promotion.

It is up to the supervisor to determine how long the meetings should be. This will be based on each faculty's evaluation and workload discussion.

9. How do faculty see their evaluation?

As soon as possible after the annual review meeting, the final evaluation will be shared with the faculty member via WyoFolio. The faculty member provides comments as desired, acknowledges having seen the final written evaluation, and responds via WyoFolio within 72 business hours of the meeting described in step 3 above. The final written evaluation will become a part of the faculty member's academic unit records.

10. Who does the email indicating the shared document is ready for review?

When the faculty member receives the notification, the email will come from the email address of the person who shared the documents in WyoFolio (e.g., Dept. Head).

11. How do faculty members acknowledge they have seen the document? Can they just email the supervisor their acknowledgement?

After the supervisor has shared the document and enabled a response, the faculty member will log into WyoFolio. The faculty member see an action item indicating that a file has been shared and an indication if a shared file is open for response. The faculty member will click their name to view the packet or click "Your Packets" in the

left hand navigation and select the case. The next step is to open the “Shared Committee Files” tab of the case packet, then click “Send Response” to respond to the file. The faculty member will need to give the response a title and upload the document. The response will appear in the list of shared files.

12. What are the required forms and where are they located?

There are three required forms for use during annual reviews:

- *Faculty Annual review Acknowledgement (uploaded by Faculty)*
- *Unit Head Workload Distribution Acknowledgement (uploaded by Department Head/Supervisor)*
- *Faculty Workload Distribution Acknowledgment Acknowledgement (uploaded by Department Head/Supervisor)*

13. Should I conduct the annual review and workload distribution for the next year at the same time?

Yes, UW Regulation 2-9 states “In accordance with University policies, review procedures shall be implemented annually to evaluate each faculty member's performance and responsibilities with respect to the workload outlined in the Job Description and to determine if adjustments should be made for the following year.”

14. When are job descriptions due?

Workload distribution should be discussed during the annual review meeting, along with the annual evaluation. Shortly after it is discussed, workload distributions, description of duties, and any workload adjustments should be entered in WyoVita by the supervisor or College Lead. All job description information and corresponding documents should be uploaded into WyoVita by May 17th. Workload may be changed in WyoVita until the start of the academic year/fiscal year. After the year has begun a new record will need to be created in WyoVita. Please work with the college liaison if you are unsure how to complete this. Any time a workload distribution is changed the faculty and supervisor must upload a signed acknowledgment. All forms can be found on the [annual review website](#).

15. Can faculty upload their own job description?

No, faculty do not have access to modify or add to that section in WyoVita.

16. Will the job description in WyoVita be linked to (and auto populated) into the annual evaluation or anywhere in WyoFolio or HCM that it is needed?

WyoVita and HCM are not connected. Workload will not be loaded into HCM. The workload distribution entered into WyoVita will auto populate the faculty member's CV that is pulled into the annual evaluation in WyoFolio. The annual evaluation form will not be auto populated with the workload distribution.

17. Normally we enter the next-year Spring teaching in the JD. Since we are doing the annual JD earlier than before, we do not have the teaching assignments for spring yet. Can we leave this vague at this stage?

Academic Affairs recognizes that job descriptions may change. However, you should complete the Job Description so that the workload distributions add up to 100 percent. It is possible to add more details later (e.g., specific class titles, expectations,

etc.). If the job description changes after the beginning of the Fiscal/Academic year Unit Head/supervisors will need to add a new row in the faculty member's WyoVita. If it changes before the start of the year the original row may be modified. It is important for Academic Affairs to have accurate and complete records of faculty job descriptions and workload. Every time there is a change the faculty member and supervisor must sign a new acknowledgement form and that must be loaded into WyoVita.

18. Do Deans need to sign off on Job Descriptions?

At the beginning of April, Academic Affairs will provide a comprehensive report to Deans/Directors of the Job Descriptions that are entered during the annual review process. We will ask Deans/Directors to review and approve the report in its entirety. They may work with the supervisor/unit head and faculty to make adjustments if needed. This comprehensive report/approval will replace the signature on the old paper form.

19. Will we also be asking Unit Heads/supervisors to also include codes from the "workload adjustment" form under activities and expectations?

Yes, any adjustment codes should be entered under "Reassigned Duties" in WyoVita.

20. When are faculty notified of the outcome of their annual evaluation?

All faculty will receive a notification from the Dean that the annual review has been completed and when the next review will occur. For non-tenured faculty, the notification letter will also include information about reappointment. Once the Provost and/or President approves the reviews, the Office of Academic Affairs will provide the notification letter template to Deans and Directors.

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

First, visit the Academic Affairs website.

<https://www.uwyo.edu/acadaffairs/academic-personnel/reviews/annual.html>

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 facultyaffairs@uwyo.edu. If you are having technical difficulties, contact Interfolio Scholar Services at 1-877-997-8807 option 2.

College Leads FAQs

1. Who receives annual reviews in WyoFolio vs HCM?

All faculty and department heads are reviewed in WyoFolio, including Assistant Deans and Associate Deans. All Deans and staff are reviewed in HCM.

2. How are supervisor reviews for joint appointments handled for annual reviews?

The primary college's dean/department head is required to complete the evaluation form in WyoFolio. The secondary college's dean/department head will supply an evaluation letter to be uploaded to WyoFolio by the primary college's college lead/staff. All other protocols/specifics regarding the review process for joint appointments are up to the department (such as whether peer reviews are conducted). We recommend that the primary college sets up the case, monitors its progress, and communicates expectations with the secondary college.

3. What is the standard naming convention for duplication of templates in WyoFolio?

The easiest way to title templates is to put the college name in front of the template title and then the department name at the back in parentheses. For example, if Annual Review template is entitled "UW – Annual Review Calendar Year 202 Master". Duplications should follow the convention "COLLEGE – Annual Review Calendar Year 2024 (DEPARTMENT)". For example, "A&S – Annual Review Calendar Year 2024 (Psychology)". There is some flexibility here, meaning that if your college has a way that you like to rename templates and strongly wish to stick to it, we are completely fine with that if the college and department name are listed in the title, the "Master" part is deleted, and the majority of the template title is maintained. This way, folks won't mistake department-specific templates for UW Master templates, but it is still easy to look up templates for each department.

4. What term should be input for Job Descriptions?

For both AY and FY faculty, please list the date range as Fall-Summer. For example, job descriptions for the 25-26 academic year should have a term range from Fall 2025-Summer 2026 to capture Fall 2025, Spring 2026, and Summer 2026. Consistency in this will help Academic Affairs to better see which job descriptions have been uploaded so we can avoid emailing you that folks are missing when they aren't!

5. Should we notify Academic Affairs when cases are being moved forward to them in WyoFolio?

No, when forwarding the case, please uncheck the box that says, "Send a message to the reviewers gaining access." Interfolio provides us with worklists of cases that are ready for our review, so rest assured that Academic Affairs is aware of cases that are sent to them without the need for an email.