WyoFolio:
Acknowledging Shared Files

UNIVERSITY OF WYOMING | Office of Academic Affairs
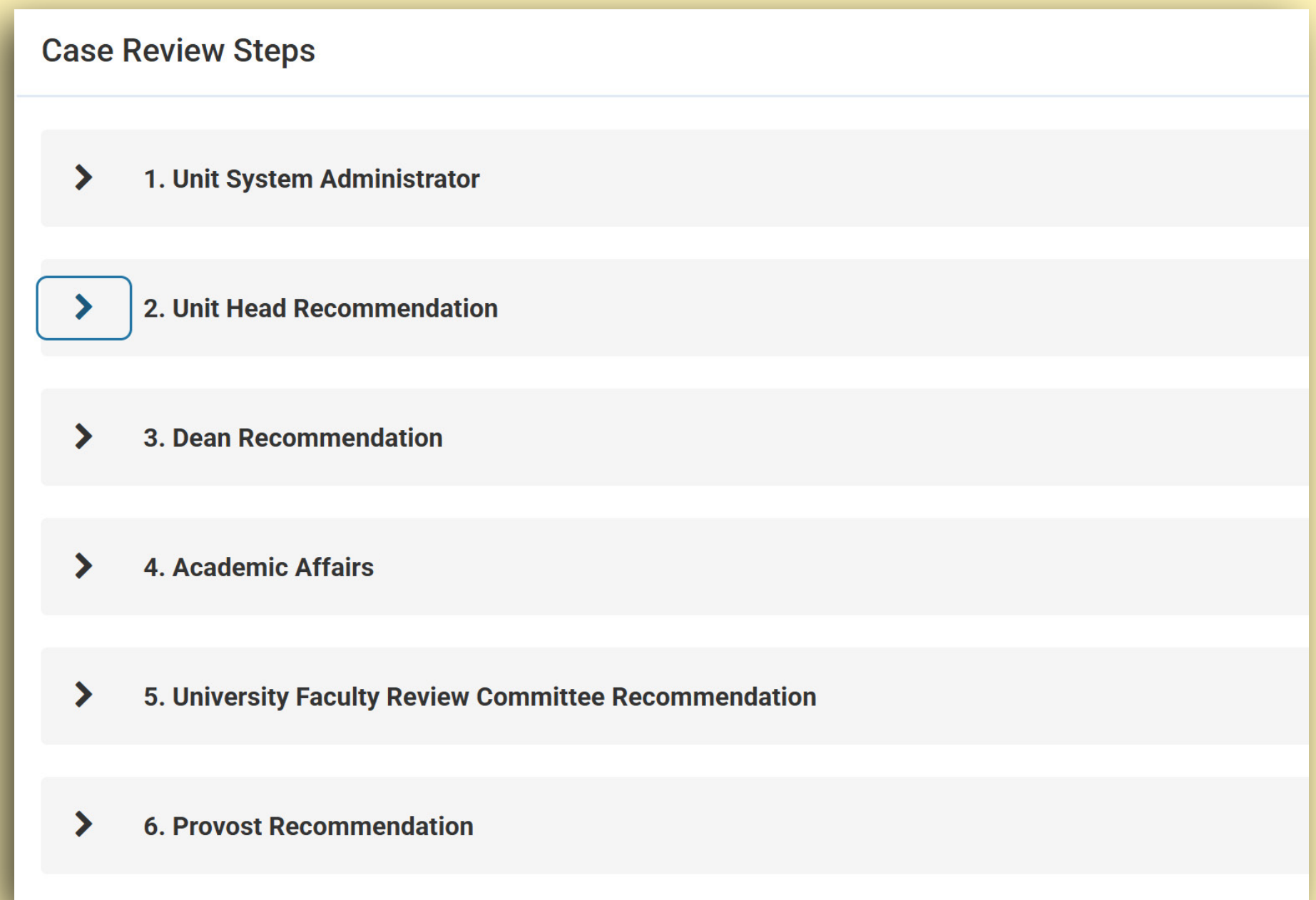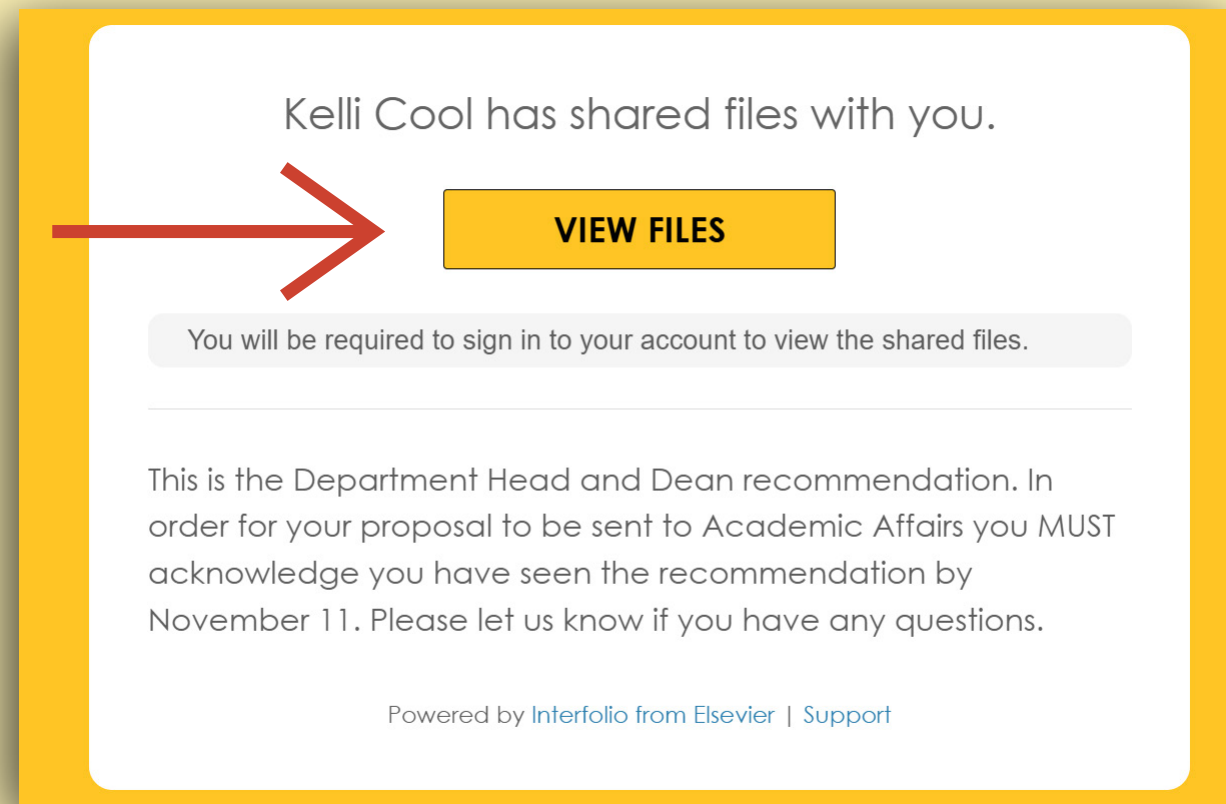
Beginning the Review Process

Once you have submitted your packet, your case will move on to the first step of the review process.

Below is an example of what the review process will look like. This will vary by case and unit.

Case Review Steps

> 1. Unit System Administrator

> 2. Unit Head Recommendation

> 3. Dean Recommendation

> 4. Academic Affairs

> 5. University Faculty Review Committee Recommendation

> 6. Provost Recommendation

Required Acknowledgment

In some cases, you will have an opportunity to acknowledge the materials submitted by your unit head and Dean. You will receive an email when you need to acknowledge.

Kelli Cool 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 us know if you have any questions.

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These required acknowledgments are most common in annual review and sabbatical cases. To respond, click View Files in the email.

≡ Send Response Search PDF Search

View Documents

When you get the email, click on the View File link and it will take you to the documents. Click on Committee Files at the top to review both documents. Once you have finished reviewing and you are ready to acknowledge, click Send Response.

Below you will see files that have been sent to you by committee members. **Actions** ⌄

⌄ Sent by Kelli Cool on Oct 3, 2025

Shared Files	Actions
Sample Dean Letter	Copy to Dossier	Download
Sample DH Letter	Copy to Dossier	Download

Open for Response

To learn more, read about how to View and Respond to Files Shared with You by a Committee

Send Response

Response ✕

You can respond with a document for the committee to review.

Title *

Response Title

Drag & Drop your files anywhere or

Browse To Upload

✉ Send   Cancel

Clicking Send Response will take you to a pop-up screen where you will upload your acknowledgment document.

Upload Your Acknowledgment

Upload or Drag and Drop your acknowledgment file. When you see Success you know that your document has been uploaded. Enter a title of your response and click Send.

Response ✕

You can respond with a document for the committee to review.

Title *

Kelli Cool Acknowledgement

Sample Response   Success ✕

✉ **Send**   **Cancel**

Next Review Steps

Once you have submitted your acknowledgment, your case can then move forward to the next review step.

If you have any questions or issues regarding case acknowledgments, please get in touch with your college's Dean's office staff so they can assist.

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