



# WyoFolio: *Preparing & Submitting Packets*



# Overview

1. Getting Started
2. Build Your Packet
3. Review and Submit Your Packet

A large yellow circle containing the text "WYO FOLIO" in dark brown, bold, sans-serif capital letters. Two horizontal dark brown lines cross the circle.

**WYO  
FOLIO**

**Getting Started**

# Getting the Process Started

When you are up for any kind of review, your college's Dean's office staff will prepare a case for you. Once your case has been built, you will receive an email that will allow you to go in and begin building your packet.

**If you are up for a review and have not received the below email, please get in touch with your Dean's office staff as soon as possible.**

University of Wyoming has initiated a case on your behalf.

**[VIEW CASE](#)**

This case link will be valid for 30 days. Afterwards, you can access your case by signing in with your partner institution credentials.

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

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# Logging Into WyoFolio

## Email Link

- Clicking the View Case link in your notification email will take you to the UW log in screen where you can enter your UW credentials.
- Once you have logged in, you will be taken directly to your case.

## WyoWeb

- You can also log into WyoFolio through WyoWeb.
- Under Faculty & Staff Resources, click on WyoFolio/WyoVita to log in.
- Once logged in, you will be taken to your dashboard.





61

Unread Tasks

2

Read Tasks

Title	Due Date
<a href="#">Kelli Cool</a> UW - Sabbatical Master   Academic Affairs   Sabbatical	
<a href="#">Kelli Cool</a> UW - Annual Review Calendar Year 2024 Master   Academic Affairs   Review	
<a href="#">Kelli Cool</a> UW - Promotion (for Tenure Track) Master   Academic Affairs   Promotion	

# Finding Your Case



If you logged in through WyoWeb, you will be directed to your dashboard. To access your case from here, click on your case.

**Note:** The names of these cases vary from unit to unit, so yours might look different from the examples above. If you have more than one case open, look for the one that has the applicable review in the name.



# **Build Your Packet**

# Overview Page

On the Overview page, you will see a list of documents you are required to submit for your case. To begin adding these required documents, click on the Edit button on the right in each section. Your CV will be uploaded automatically. If you wish to change it, you can click Edit in the WyoVita Vita section.

UW - Annual Review Calendar Year 2024 Master

View Instructions

Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Academic Affairs	Review	Soft Deadline	

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

Edit

Type
<div><div></div>StandardCV</div>

Candidate Documents

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
<div><div></div>Narrative/Annual Report</div>	1 required	0
<div><div></div>Goals from 2024</div>	1 required	0
<div><div></div>Other Documents</div>	0 required	0
<div><div></div>Instructional Appointment Credentials</div>	0 required	0
<div><div></div>Goals for upcoming year</div>	1 required	0

**Note:** Requirements will vary based on your college.



# Adding Files to Your Packet

Your document requirements will now be expanded to include instructions specific to your college's requirements.

Before uploading your documents, read each section thoroughly to ensure your submissions will meet the provided requirements.

To start adding your documents, click on the Add button beside each requirement.

▼ Candidate Documents

Not Yet Submitted Unlocked

Submit

0 of 2  
Required Files

Narrative/Annual Report 1 required, 0 Added

Please follow college or unit guidelines for narrative.

No files have been added yet.

Add

Goals from 2024 1 required, 0 Added

These are the goals the faculty member set during the 2023 review.

No files have been added yet.

Add

Other Documents 0 Added

Determined by Academic Unit and/or College

No files have been added yet.

Add

Instructional Appointment Credentials 0 Added

*Faculty who have already submitted their transcripts to Academic Affairs do not need to submit any material for this requirement.*

The Higher Learning Commission (HLC), our accrediting agency, issued specific requirements for faculty credentials to teach university-level courses. As a requirement of our continued accreditation, all instructors who teach at or for UW must hold:

Add



# Upload Your Documents

After clicking Add, a pop-up screen will appear. Click on Add New File, then drag and drop, or Browse to Upload your document.

Add Request for Sabbatical or Professional Development Leave Cover Sheet

1 Required

Choose ExistingAdd New File

UploadVideoWebpage

Drag & Drop your files anywhere or

Browse To Upload

Add

Cancel

Once you see Success beside your file, you can click Add at the bottom to finish the upload.

Add Request for Sabbatical or Professional Development Leave Cover Sheet

1 Required

Choose ExistingAdd New File

UploadVideoWebpage

Sabbatical Cover Sheet

Success

Add

Cancel





This form has not been completed.

# Filling Out Forms

In some cases, you may see that you have a case form to fill out. Click on Fill Out Form to enter your response.

This is an example of the form you will see in an annual review case. Type your goals into the text box and click Save Responses to save, then click Return to Packet to leave the form.

### Goals for upcoming year


Kelli Cool


Faculty Member's Goals for upcoming year \*

Last Saved on Oct 3, 2025 at 9:12 AM

☒ Save Responses

Return to Packet



<div></div> <div>Edit Form</div>	
Details	Actions
Completed Not Yet Submitted	Edit

If you are finished with the form after saving and returning to your packet, no further action is needed.

To edit your responses before packet submission, click on Edit Form. Remember to save your changes before returning to your packet.

**Note:** Once you have submitted your packet, the form will be locked for editing.



# **Review and Submit Your Packet**



# Begin Your Packet Review

Once you have uploaded all of your documents, you should be able to see them populated in each section. To review your packet before submission, click the Preview button at the top right.

▼

Candidate Documents

Not Yet Submitted

Unlocked

→

Preview

Submit

2 of 2  
Required Files

Narrative/Annual Report

1 required, 1 Added

Add

Please follow college or unit guidelines for narrative.

Title	Details	Actions
<a href="#">Sample Narrative</a>	Added Oct 9, 2025	<a href="#">Edit</a>   <a href="#">Remove</a>

Goals from 2024

1 required, 1 Added

Add

These are the goals the faculty member set during the 2023 review.

Title	Details	Actions
<a href="#">Sample Goals</a>	Added Oct 9, 2025	<a href="#">Edit</a>   <a href="#">Remove</a>

Other Documents

0 Added

Add

Determined by Academic Unit and/or College

No files have been added yet.



Search PDF

Search

▼ CANDIDATE DOCUMENTS

Sample Sabbatical Cover Sheet

[Sample Narrative](#)

[Sample Sabbatical Activities](#)



**Sabbatical/Professional Development Leave  
Request Form Cover Sheet**



Please consult the instructions for completion of the application in addition to completing the Cover Sheet.  
This form should be uploaded to your case file within WyoFolio, along with other sabbatical materials.

**Employee Information**

Name: Kelli Cool Academic Rank: Assistant Professor  
College: Academic Affairs Date Appointed to UW: 9/18/23

# Reviewing Your Documents

Here you can click on each document on the left to preview how they will look in your packet once submitted. Take one last look through your documents to make sure everything is correct.

To exit the preview, click on the blue X at the top right.



# Submit Your Packet

To submit your packet, click on the Submit buttons in the Vita section and the Candidate Documents section.

▼

Candidate Documents

Not Yet Submitted

Unlocked

Preview

Submit

3 of 3

Required Files

A confirmation window will appear. If you are ready to submit, click Yes.

Confirm

✕

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Candidate Documents at this time?

→

Yes

No







WyoVita Vita

Submitted **Locked**



Candidate Documents

Submitted **Locked**

[Preview](#)

3 of 3

Required Files

# Edits After Submitting

After submitting, you will see that your submission is now Locked. You will not be able to make any edits to your documents.

**If you need to make any edits to your packet, you will need to contact your Dean's office staff to unlock your case.**





# Review Process

Once you have submitted your packet, your case can then move forward to the first step in the review process. Review steps vary by review type and unit.

If you have any questions regarding the process, please reach out to us at **[facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu)**.