

WyoFolio: Preparing & Submitting Packets



Overview

1. Getting Started

2. Build Your Packet

3. Review and Submit Your Packet

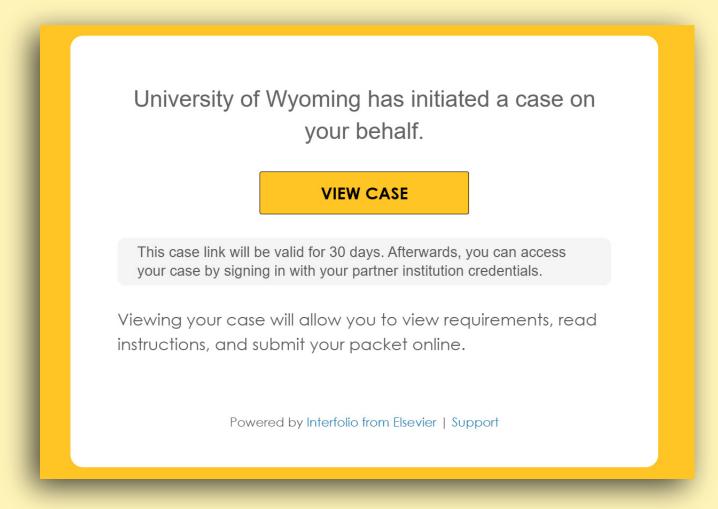
WYO FOLIO

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.



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

Kelli Cool

UW - Sabbatical Master | Academic Affairs | Sabbatical

Kelli Cool

UW - Annual Review Calendar Year 2024 Master | Academic Affairs | Review

Kelli Cool

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.



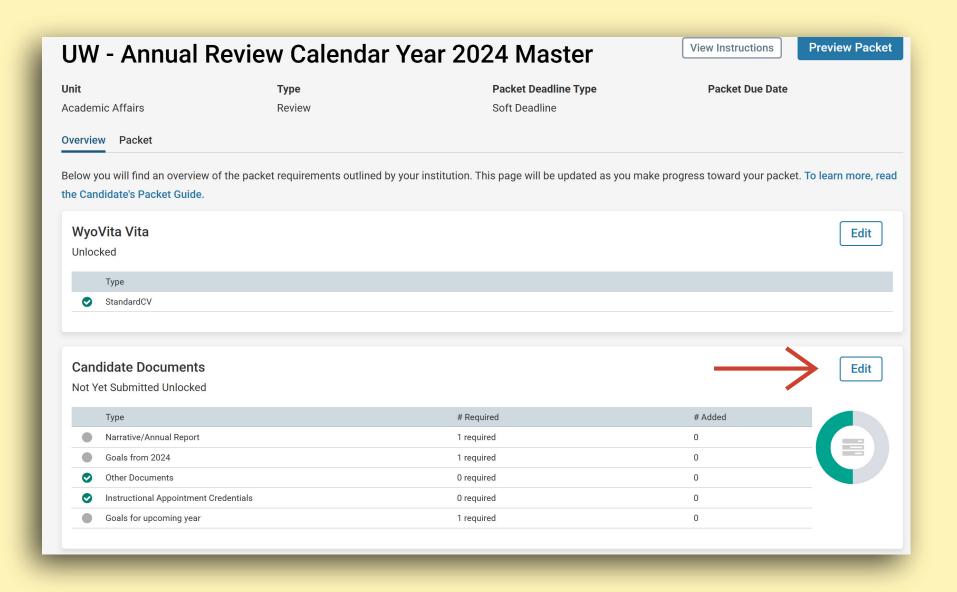
Note: The names of these cases vary from unit to unit, so yours might look different from the examples above. If you have more than one case open, look for the one that has the applicable review in the name.



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.



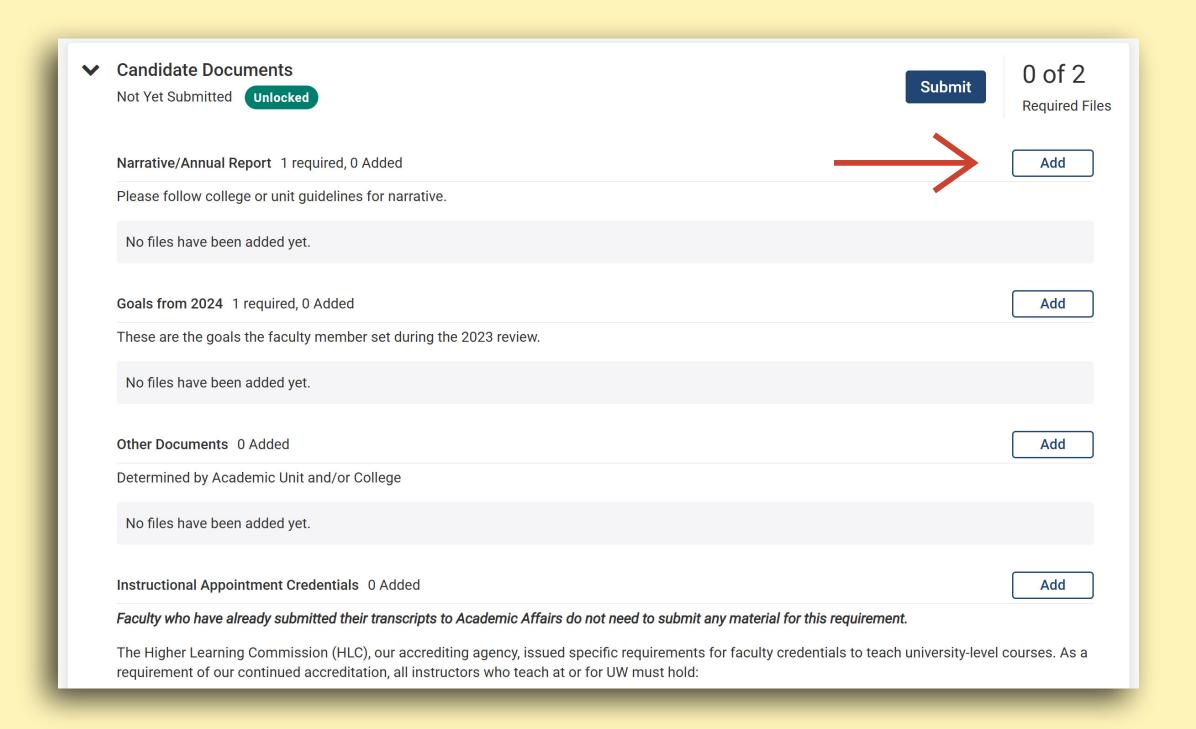
Note: Requirements will vary based on your college.

Adding Files to Your Packet

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

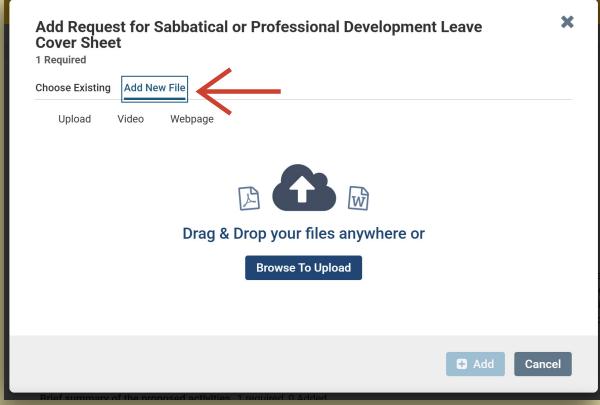
Before uploading your documents, read each section thoroughly to ensure your submissions will meet the provided requirements.

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

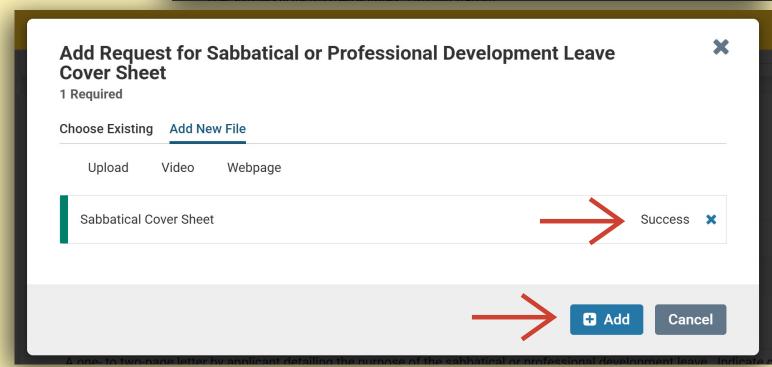


Upload Your Documents

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



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



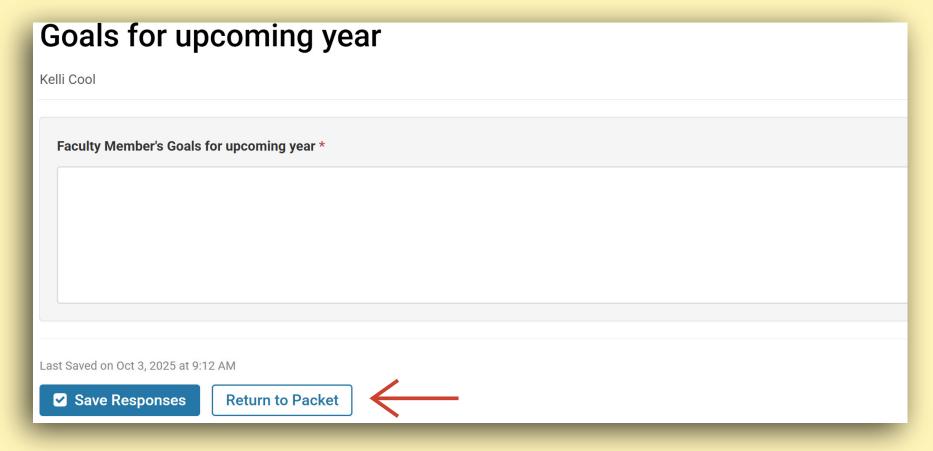


This form has not been completed.

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.





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.

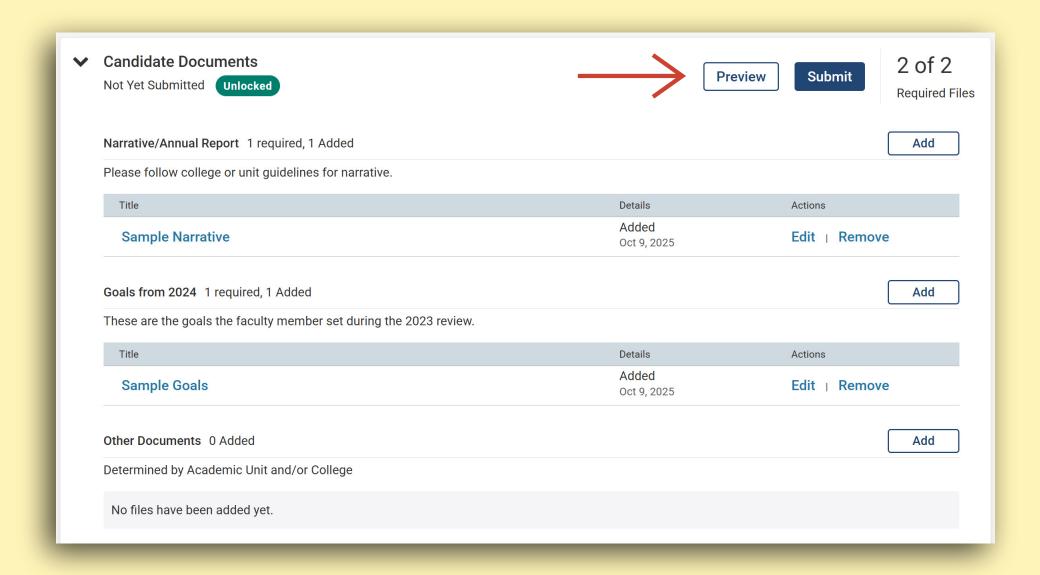
Note: Once you have submitted your packet, the form will be locked for editing.



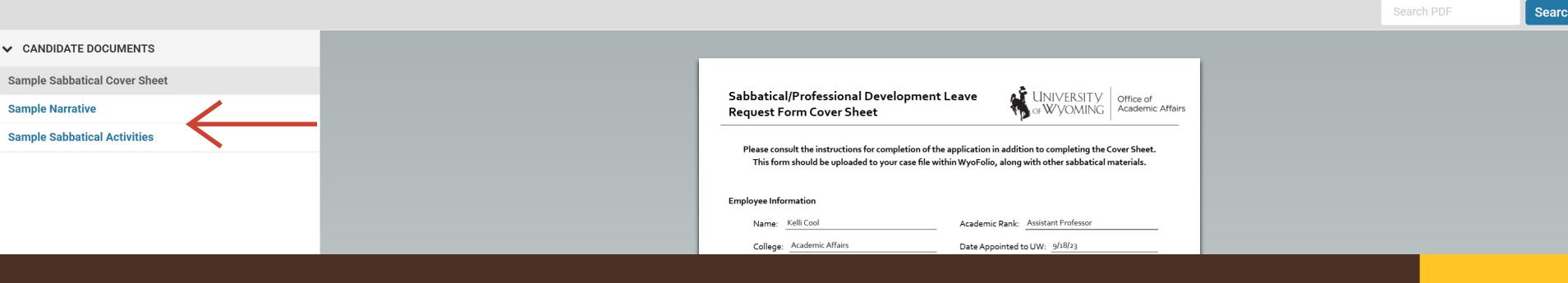
Review and Submit Your Packet

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.







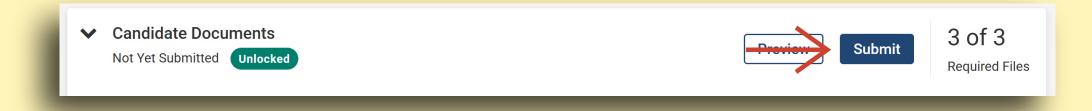
Reviewing Your Documents

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.

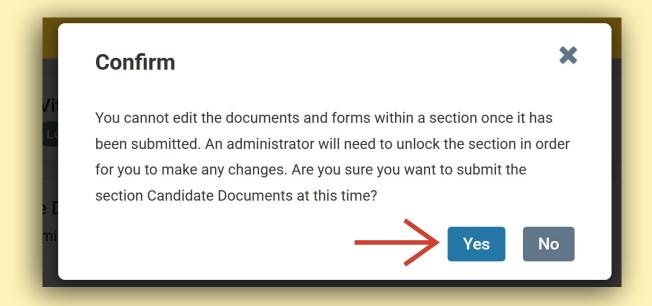
To exit the preview, click on the blue X at the top right.

Submit Your Packet

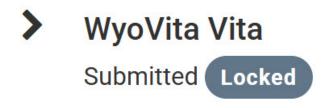
To submit your packet, click on the Submit buttons in the Vita section and the Candidate Documents section.



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







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.

