



WyoVita: *Bulk CV Export*

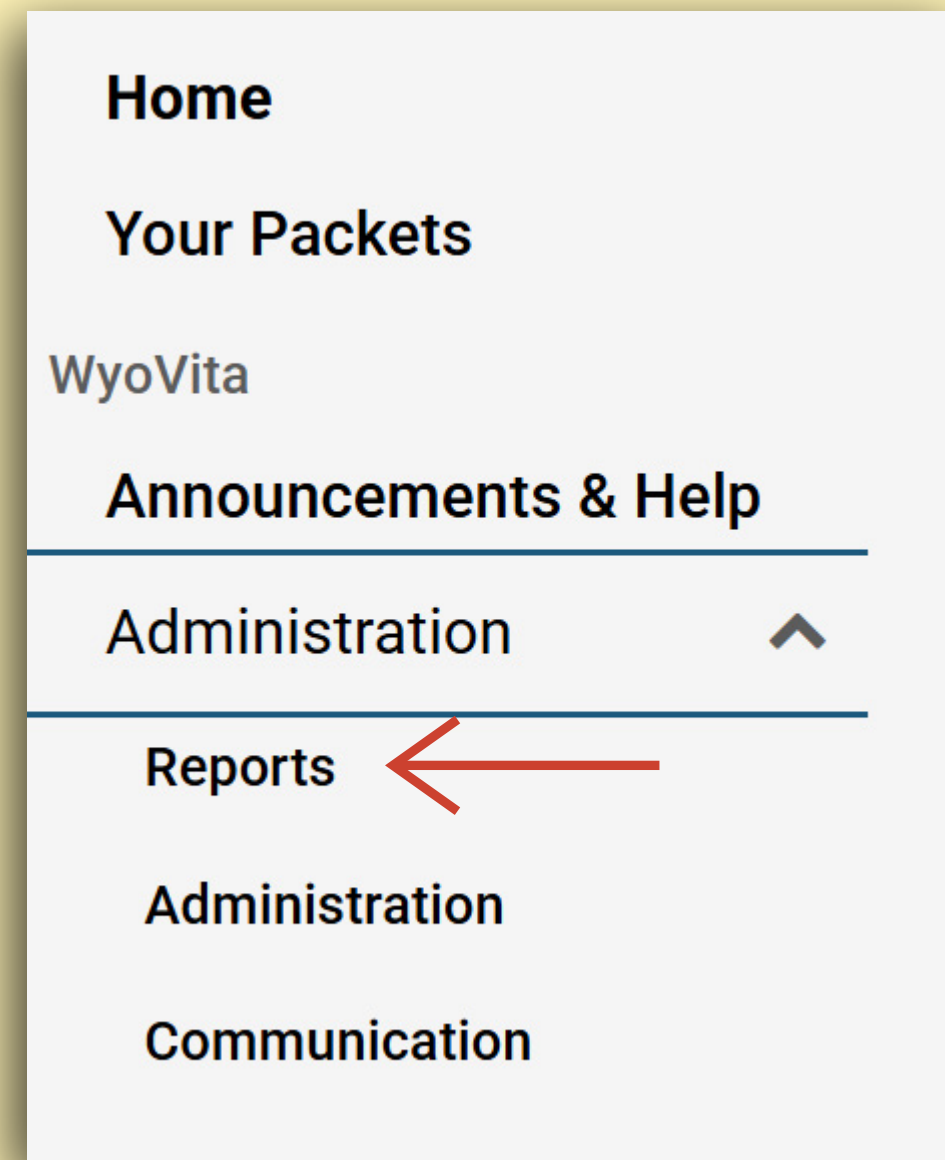


Office of
Academic Affairs

facultyaffairs@uwyo.edu
Old Main, 3rd Floor

Getting Started

To access your reporting page, click on Administration on the menu to the left of your dashboard to expand the dropdown, then click on Reports.



Ad Hoc Reports	Report building by selecting data to represent each column: faculty information, faculty classifications, activity input counts, and profile activity counts
Activity Overview - By Faculty	Activities by units and faculty members within those units
Activity Overview - By Semester	Activities by units and the semesters within those units
Faculty Classifications	Faculty members organized by classification rank, tenure status, and other faculty classifications
Scholarly Citations	Publications and creative productions by faculty members within units
Grant Citations	Grant activities and funding data by faculty members within units
Standard Vitas	Vitas for selected faculty members
Course Attachments	Courses based on types and status of supporting documentation (such as syllabus, course evaluations, peer evaluations, and more)
Prior Activity Input Forms	Submitted activity input forms



Administrative Reports Section

Under the Administrative Reports section, find and select Standard Vitas to begin your bulk export.



Depending on your levels of access, you may see this pop-up window appear after navigating to the Reports page. Select the access you need and click Okay to continue.

Switch Your Permissions

Select an access level

☒ College of Education Subdivision - Full Access

☐ Science & Math Teaching Center - Full Access

Okay

Select Unit

In the Total column, click on the blue number beside your unit. You can use the + buttons to expand your unit as needed.

Unit ☐	Total	Attached In		
		University	Division	College/U
☒ University of Wyoming	1624	92	-	-
☒ Academic Affairs Division	1458	-	-	-
☒ Administration Division	-	-	-	-
☒ All Other CONVERSION Division	-	-	-	-
☒ Default Division	-	-	-	-
☒ General Counsel Division	-	-	-	-
☒ General University Operations Division	-	-	-	-
☒ Governmental & Community Affairs Division	1	-	-	-
☒ Information Technology Division	-	-	-	-
☒ Institutional Advancement & UW Foundation Division	-	-	-	-
☒ Intercollegiate Athletics Division	-	-	-	-
☒ Internal Audit Division	-	-	-	-
☒ Office of the President Division	3	-	-	-
☒ Research & Economic Development Division	70	-	-	-
☒ Student Affairs Division	-	-	-	-



View Faculty Vita in University of Wyoming

Template*	University of Wyoming Vita * (University of Wyoming) ▼	
Begin Semester	Fall ▼	2025 ▼
End Semester	Fall ▼	2025 ▼
Employment Status	Full Time ▼	
Assigned To Unit As	Primary Unit ▼	

Bulk Export

Export [X]

Faculty	Select Faculty
Document Type	☒ Print ☐ Word ☐ PDF

EXPORT **CANCEL**

Export Filters

Apply any filters needed for your export. You may wish to apply your unit specific template, or change the date range (i.e., annual review CVs are typically pulled J-Term to J-Term).

When you have applied your filters, click on Bulk Export.



In the pop-up window, click Select Faculty. It is recommended to export by department, as WyoVita has trouble with large exports.

When you have selected your faculty, choose your preferred document type and click Export. Your files may take a few moments to download.



Help with Bulk Exports

If you need assistance with an export, please reach out to us at **facultyaffairs@uwyo.edu** with details about your request.



UNIVERSITY
OF WYOMING

Office of
Academic Affairs