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Subject: Annual performance reviews
Date: Tuesday, December 13, 2022 2:53:00 PM
Attachments: [Guidelines and Instructions for Annual Performance Evaluation 12-13-22.docx](#)

All,

Attached is our guidance/instructional document on conducting annual performance reviews for full-time faculty. Please take a moment to review and if you have questions, let's address those tomorrow at dept head/assoc dean meeting at 11 am.

Please watch for an announcement from HR about 2022 performance reviews for staff and administrators. As a reminder, those reviews are completed in HCM. Generally, department head reviews (conducted by Deans and/or Associate Deans) are done in WyoFolio, not in HCM. We typically leave it up to Deans to determine if they want to review their Associate Deans in HCM or WyoFolio. I think a good rule of thumb is, use WyoFolio if the Associate Dean has a mixed-appointment (e.g. workload distributed across administrative duties, research/creative activities, teaching, etc.) and use HCM if the Associate Dean is 100% administration.

Also, DEANS – if you have not completed your goals in HCM, please do so before the goals module closes toward the end of the year. By doing this, your goals will be integrated into the performance module that you and the Provost will complete.

Thanks,

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