

## **HONORS COLLEGE ANNUAL REVIEW INSTRUCTIONS FOR FACULTY**

*For faculty members up for annual review*

The packet consists of a 4-6 page personal narrative, current curriculum vita submitted through WyoVita, teaching materials listed below, and other supplemental materials, also listed below.

Taken in its totality, the packet should be reflective as well as descriptive, giving a sense of how you are developing as an instructional professor in relation to Honors College expectations as laid out in the “Honors College Faculty Expectations Document” on the [Honors College faculty resources page](#). The packet should particularly focus on the time since your last review.

### **PERSONAL NARRATIVE (4-6 pages)**

This is the section for your overall reflection on, and assessment of, your work in 2024-25. Please discuss your work in relation to the components of your job description (teaching, professional development, service, and any other component of your job description). It is recommended that you reflect on your strengths and successes as well as your challenges, lessons learned, and areas you would like to focus on in the future. Your narrative should include specific examples. This narrative is your opportunity to paint a holistic picture of your work.

### **REFLECTION ON GOALS FOR 2024**

This section will be a brief reflection of the goals you set in 2024 for the 2025 calendar year. If you need a copy of the goals, you can find them in your past evaluation in WyoFolio or Cass can assist you if you cannot find them.

### **CURRICULUM VITA**

Please ensure that your vita is fully updated in WyoVita, following the specified WyoVita format.

### **TEACHING**

- For three courses instructed in 2025: syllabus and student evaluations for each course as well as any supplemental materials (assignments, feedback) you would like to share. (Note: if you taught fewer than three classes in 2025, you of course only need to supply materials for the classes you taught).
- PLEASE NOTE: This year, a peer evaluation letter of your teaching is OPTIONAL but NOT REQUIRED. If you submit a peer evaluation letter, the colleague who writes for you should have observed at least one class period, reviewed the syllabus, and spoken with you about your aims and objectives for the class. The peer evaluation should be 1-3 pages long. *The peer evaluator should share the evaluation with you and also share it with Cass, who will load it to WyoFolio.*
- For any independent instruction (optional): Please discuss and offer a self-evaluation of any teaching you did outside of formal lecture or seminar classes.

### **JOINT APPOINTMENTS**

If you have a joint appointment between Honors and another unit and Honors is the lead partner, please have your secondary unit head provide a letter evaluating your last year's performance. Honors

will reach out to secondary heads, but please help us ensure that the secondary head comes through with their evaluation!

If you have a joint appointment and Honors is the secondary partner, Honors needs to provide a letter evaluating your last year's work. Lead units do not always reach out to Honors so please help us to ensure that your primary unit head seeks input from Honors.

### **GOALS FOR UPCOMING YEAR 2026**

Please set out goals for professional achievement in calendar year 2026 as to Honors College expectations for faculty. If you wish, you may consult with the Dean in the compiling of this list.

### **OTHER SUPPLEMENTAL INFORMATION (OPTIONAL)**

Please include any supplemental documents in this section. Examples are below:

- Unsolicited letters from students, colleagues, and outside partners
- Evidence of community engagement
- Public talk flyers
- Invitations for committee work
- Documents that illustrate aspects of your narrative
- Other documents you wish to be reviewed by the Dean of the Honors College

### **Procedures for Assembling this Packet:**

All materials for your packet must be uploaded to WyoFolio. Cass Tolman can assist with obtaining pertinent student evaluations. It is ultimately the candidate's responsibility to ensure that this packet is completed correctly but if you have any questions, Cass Tolman and Peter Parolin are here to help.

### **Reappointment Schedule for Spring 2026:**

- **Feb 6: All materials must be submitted by 5pm in WyoFolio**
- Feb and March: Meet with Dean for annual review
- March 2026 -Packets due to Academic Affairs