Deans/Directors/Department Heads:

Below is a message about the use of WyoVita (Faculty 180) for annual performance reviews. To ensure that all academic personnel receive this message, please forward the following email to your college and/or unit list-serves. It affects all academic personnel who hold a full-time (1.0 FTE) appointment. This includes tenure stream faculty and non-tenure track faculty with either extended term stream appointments or annual appointments.

As a reminder, RTP reviews may replace the annual performance review providing an assessment of the annual performance is addressed in the RTP review. This year, Deans and Directors may choose to require the use of WyoVita for additional types of reviews (e.g., RTP). If used for these purposes, please note in your instructions to faculty that the time frame for data to be uploaded by the faculty member will need to be adjusted to reflect the review period (e.g., annual reviews only need to include data from January-December, 2019 whereas a 3-year fixed term review, at minimum, must include data from the past 3 years and a tenure review must include, at minimum, data that covers the probationary period). Beginning next academic year, WyoVita will be required for all types performance reviews.

Thanks. Tami

Dear Deans, Department Heads and Faculty,

As we move into the Spring 2020 semester, the University will once again begin its annual performance evaluations for all employees. To assist with academic personnel evaluations, Academic Affairs has launched WyoVita (Faculty 180). You may recall seeing information about WyoVita in the December 19, 2019 email from University of Wyoming Communications - Message from the Provost. This online platform is an activity reporting system that allows faculty to create and customize their CVs. One of the numerous time saving features of WyoVita is the capacity to integrate citation data and other analytics from bibliographic databases and reference management software as well as transferring data from other software applications (e.g., Banner course data, course evaluation systems and grant databases). Another great feature is a tool that allows faculty and administrators to reformat CVs and reports to meet information needs of the college/unit and for specialized disciplinary accreditation efforts. In fact, WyoVita has 'built-in" reports for accreditors such as the HLC, ABET, CAEP, AACSB and others.

Since WyoVita and WyoFolio are part of the same online platform, CVs and other reports required for reappointment, tenure and promotion reviews, sabbatical reviews, and annual reviews can be generated directly from WyoVita and transferred to WyoFolio for peer and administrative review.

Phase I implementation will include using WyoVita for annual performance reviews for calendar year 2019. **To prepare for the annual review, all academic personnel should log into WyoFolio no later than <u>January 31, 2020</u>.** You can log in to WyoFolio from WyoWeb (see below).
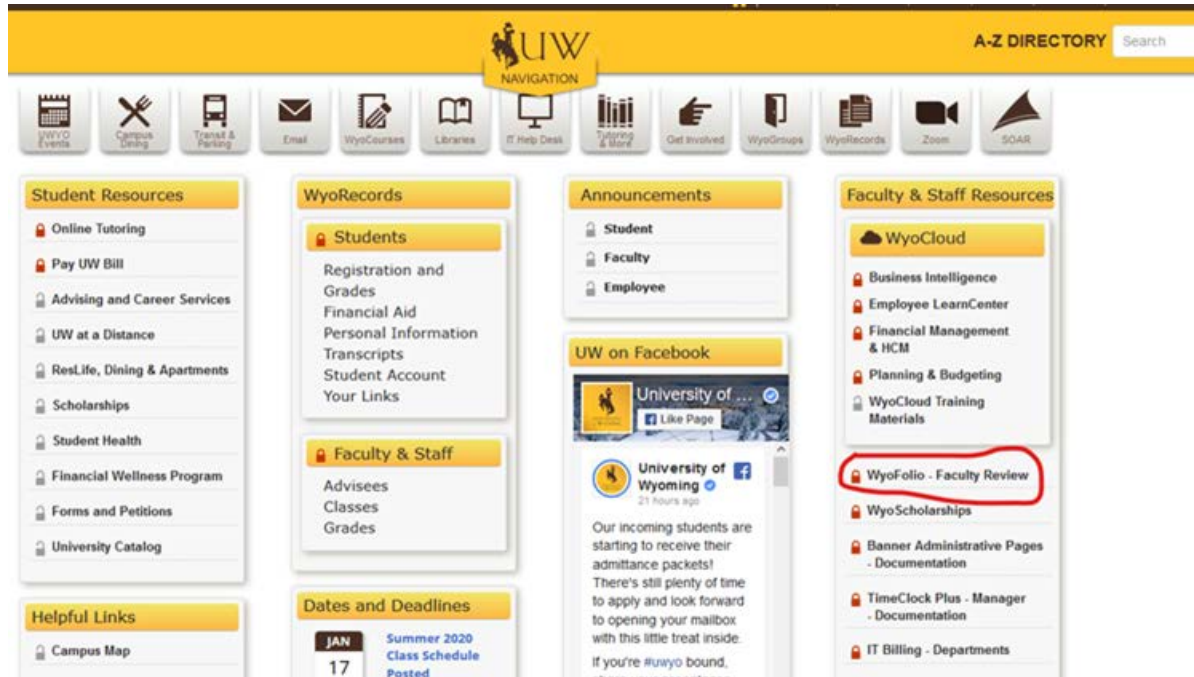
Your unit may begin annual evaluations on February 1, 2020 in order to meet the university deadline of March 25, 2020. Please be aware that colleges and units may have specific deadlines for submission of supporting documents for the annual review.

My office has worked closely IT to prepopulate faculty data from teaching/course information from Banner. With help from the University Libraries, citation data for publications has also been prepopulated. We have also arranged for tenure status and any leaves (e.g. sabbaticals) that may have been taken to be preloaded. **<u>Once logged in, faculty should review, verify and/or correct information that has been preloaded and add additional information about your activities for calendar year 2019.</u>**

To assist faculty in navigating the new software system, we have developed an online training that is available via the Learn Center. You can find the training in the course catalog under the Campus Workshops category or by doing a search for WyoVita in the search bar. (See screen shot below.)
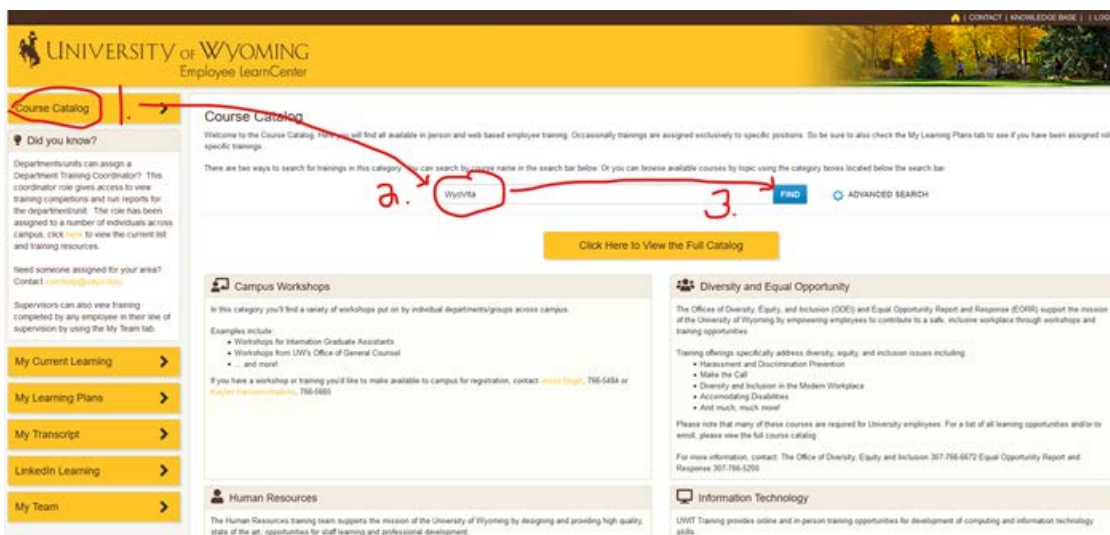
Aneesa McDonald, Faculty Affairs Specialist in the Office of the Provost, will be providing multiple hands-on trainings (with Zoom option) over the next few weeks. You may attend as many sessions as you would like. Those trainings will be held in **Health Sciences Building, Room 205**.

- January 14 10-11am https://uwyo.zoom.us/j/7437804954
- January 16 2-3pm https://uwyo.zoom.us/j/7437804954
- January 28 2-3pm https://uwyo.zoom.us/j/7437804954
- January 29 9-10am https://uwyo.zoom.us/j/7437804954
- January 30 9-10am https://uwyo.zoom.us/j/7437804954

If you have any questions as you navigate WyoVita, please reach out to Aneesa McDonald (aneesamc@uwyo.edu) or attend any of the offered trainings.

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UNIVERSITY of WYOMING