



University of Wyoming Extension
College of Agriculture and Natural Resources
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October 1, 2020

To: UW Extension Educators and their Supervisors

From: Kelly K. Crane, Associate Dean/Director

Re: Performance Appraisal Process

In preparation for 2020 performance appraisals, the following information will be useful. Please pay close attention to the procedures and due dates listed below.

To begin, please note that WyoVita and WyoFolio are two different platforms. WyoVita is where programming information is entered. This information populates your CV and UW Extension Report. WyoFolio is the platform where documents are uploaded to share with your supervisor and others who would need access to it for performance appraisal, fixed term/rolling contracts/promotion (FTRCP formerly ET&P), and to complete the annual NIFA reports.

The College of Agriculture and Natural Resources is following the Academic Affairs guideline of requiring six years of data be uploaded into WyoVita for academic personnel. 4-H Youth Development Educators (formerly UWE Non-Extended Term Educators) are exempt from this requirement. All other University Extension Employees (UEEs) are required to enter **six years** of data in the following sections of WyoVita:

- UW Extension – Resource Development
- UW Extension – Educational Materials Developed/Popular Press Activities
- UW Extension – Educational Programs and Contact Reporting
- Administrative Responsibilities (if applicable)

4-H Youth Development Educators *are* required to enter information for 2020 in the sections listed above. If UEEs have less than six years with UW they will enter as many years of data as their employment. **All UWE Educators have until January 4, 2021 to have the required data entered into WyoVita.**

Individual cases will be built in WyoFolio by the State Extension Office for UWE Educator's 2020 performance appraisal. Educators will be responsible to upload the following information into their WyoFolio case:

- College of Agriculture and Natural Resources CV from WyoVita (this will be pulled automatically however each educator must enter the appropriate information in their profile),
- UW Extension Report from WyoVita,
- New or revised statement of goals,
- One to three page program narrative,
- Impact statement(s)

Please remember to include your professional development plan and a diversity and inclusion plan for the office and/or program in the statement of goals.

All documents for performance appraisal must be uploaded into WyoFolio no later than February 8, 2021. Documents submitted after the deadline will not be accepted or considered.

Please find attached the *Performance Appraisal Components* that will be used during your performance appraisal and the *Timeline and Process* for the 2020 evaluation year.

Samples of the Performance Appraisal Instruments and Impact Statements can be found on the [UW Extension Employee Resources web site](#). For questions on the process or required documentation, please contact Kim Reaman at 766-3562 or kreaman@uwyo.edu. For questions regarding the process, please contact Ann Roberson at 766-3566 or mrober38@uwyo.edu.

Please take careful note of deadlines in the attached Timeline and Process Document. If you have any questions, please contact us.