



University of Wyoming Extension
College of Agriculture and Natural Resources
Department 3354
1000 E. University Avenue
Laramie, Wyoming 82071
(307) 766-5124 • fax (307) 766-3998 • uwyo.edu/uwe

November 11, 2021

To: UW Extension Educators and their Supervisors

From: Kelly K. Crane, Associate Dean/Director

Re: Performance Appraisal Process

In preparation for 2021 performance appraisals, the following information will be useful. Please pay close attention to the procedures and due dates listed below.

Please remember 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.

Extension Employees are encouraged to enter information in the three UW Extension sections in WyoVita. The following sections generate the UW Extension Report:

- UW Extension – Resource Development
- UW Extension – Educational Materials Developed/Popular Press
- UW Extension – Educational Programs and Contact Reporting

Extension educators on a fixed term with rolling contract may want to enter information in additional WyoVita Activities sections. These sections generate information included in the CV which will be considered during the performance/rolling contract appraisal.

Individual cases will be built in WyoFolio by the State Extension Office for UWE Educator's 2021 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 WyoVita).
- UW Extension Report from WyoVita with at least one program identified as an impact statement
- New or revised statement of goals (including a professional development plan and an inclusivity/diversity plan),
- One to three page program narrative of accomplishments,

The University of Wyoming and the United States Department of Agriculture cooperate.
The University is an equal opportunity/affirmative action institution.

Academic Affairs also requires the candidate to enter a concise overview of goals for the upcoming year in a provided text box within their case. The text box has limited allowable characters.

All documents for performance appraisal must be uploaded into WyoFolio no later than February 7, 2022. 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 2021 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.

You will receive an email requesting feedback on those holding an administrative assignment including county coordinator, associate director, and the director. There is not a deadline associated with submitting your response.

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