



University of Wyoming Extension  
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November 11, 2022

To: UW Extension Educators and their Supervisors  
From: Kelly K. Crane, Associate Dean/Director  
Re: Performance Appraisal Process

Please consider the following information in preparation for 2022 performance appraisals. These appraisals will evaluate your performance for the period of January 1, 2022, through December 31, 2022. Please pay close attention to the procedures and deadlines listed below.

Please remember that WyoVita and WyoFolio are two different platforms. WyoVita is where you enter your educational activities and outputs. This information automatically populates your CV and UW Extension Report. WyoFolio is the platform where documents are uploaded to share with your supervisor and other reviewers who will participate in your performance appraisal, fixed term/rolling contracts/promotion (FTRCP formerly ET&P), and compilation of data for our Federal reports.

Extension personnel should enter information in the following three UW Extension sections in WyoVita: The information you enter in these sections are used to generate your 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 should enter information in additional WyoVita Activities sections. These sections generate information included in your 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 2022 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 uploaded to your WyoFolio case automatically if you have entered the appropriate information in WyoVita).
- UW Extension Report from WyoVita with at least one program identified as an impact statement. The UW Extension Report is found in Legacy Vitas under Vitas & Biosketches,
- New or revised statement of goals for 2023 (including a professional development plan and an inclusivity/diversity plan),

- A narrative review of previous year goals,
- A one to three page narrative of your annual accomplishments,
- Statement addressing your assessment of clientele needs.

All WyoFolio cases must include a concise summary of goals for the upcoming year in the provided text box. The text box has limited allowable characters.

**All documents for performance appraisal must be uploaded into WyoFolio no later than February 3, 2023.** Documents submitted after the deadline will not be accepted or considered.

**Please note: Documents may be loaded and saved during separate settings. Do NOT click “Submit” until all packet materials are uploaded and ready for review. Once a case is submitted, it is locked and you are not able to edit, add, or remove packet materials.**

The State Extension Office will be responsible for uploading the internal documents which will not be visible to the candidate. These documents include the job description and completed UW evaluation form. Educators will have an opportunity to review, respond, and acknowledge these documents prior to the state office loading them as internal case materials.

The performance appraisal timeline and process will go as follows:

**November 11, 2022**– Performance Appraisal materials to employees.

**January 4, 2023** – Deadline to upload reporting data into WyoVita

**\*January, 2023** – State Office will build individual evaluation cases in WyoFolio and notify candidates.

**\*February 3, 2023**– Deadline to submit performance appraisal materials in WyoFolio. WyoFolio requires that a case (the mechanism to submit materials) be built for each Extension Educator for evaluation purposes. Educators will submit required materials in their individual case. Electronic or hard copies of required materials will not be submitted to the state office.

**\*February 4- March 23, 2023** – Supervisor and dean reviews in process.

**\*On or about March 24, 2023** – Completion date for all University Extension Educator performance appraisals.

\*Dates subject to change according to Academic Affairs evaluation guidelines which have not been announced.

The supervisor will use the Employee Performance Appraisal Instrument components to evaluate each employee. During a scheduled face-to-face or virtual visit, the employee and supervisor will discuss the past year’s performance, goals for the next year, and goals for professional growth. The system is designed to allow the employee to show success in programs and other professional endeavors in accordance with the individual’s job description and annual statement of goals. Please find attached the *Performance Appraisal Components* that will be used during your performance appraisal.

It is the goal that the employee and supervisor agree on the performance appraisal and each employee will have an opportunity to acknowledge the appraisal and supervisor visit. Signing the acknowledgement verifies the employee has participated in the process, read the appraisal, and discussed it with their supervisor. It does not

imply agreement with the contents of the appraisal. If agreement is not possible then the points of disagreement should be submitted by the educator and signed by the supervisor and employee.

The associate directors may offer overall evaluative comments on the functioning of each county office. Generally, these observations will address customer service, the office environment, and the functioning of the office team. These comments may be addressed to the county coordinator or to the entire office depending on the particular situation.

At the conclusion of the performance appraisal process, all case documents, performance appraisal, and signed acknowledgement will be forwarded to the Dean of College of Agriculture, Life Sciences, and Natural Resources, and Academic Affairs through WyoFolio.

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

**Who Evaluates Whom?**

Each employee is evaluated by his or her supervisor. Each evaluator has a reviewer who is generally the supervisor’s supervisor. The following listing of evaluators and reviewers would generally apply for each person in the following positions.

<b>Position</b>	<b>Evaluator</b>	<b>Reviewer</b>
*Support Staff	Co. Coordinator or Delegate	Associate Director
*Program Associates	Associate Director	Director
University Extension Educators (extended term, fixed term, or fixed term with rolling contract)	Associate Director	Director
*CNP/EFNEP Personnel	SNAP-Ed or EFNEP Coordinator	CNP Director
County Coordinator	Associate Director	Director
Associate Director	Director	Dean
Director	Dean	

\* UWE Employees other than Extension Educators will be evaluated using the current UW Human Resources online evaluation process.

**Extension Specialists:**

Extension Specialists serving in departments who are Academic Professionals must also be evaluated using this process. It is expected that specialists who are faculty will be evaluated based on department and UW faculty T&P formats.

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.

If you have any questions, please contact us.