WyoVita (Faculty 180) Tip Sheet

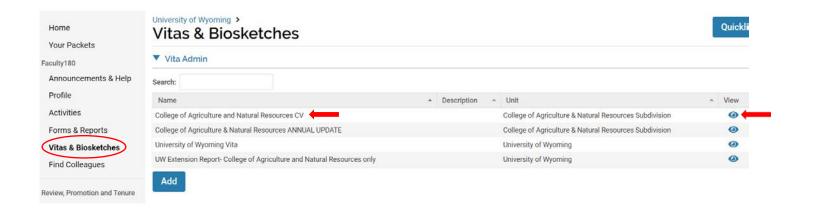




Two reports will be generated from information Extension educators enter into WyoVita:

- College of Agriculture and Natural Resources CV (Resume)
- UW Extension Report College of Agriculture and Natural Resources only

These reports are located under Vitas & Biosketches and are described below. Click on View to open the report.



College of Agriculture and Natural Resources CV

The CV pulls information from Profile and from some sections in Activities. Extension Educators CAN enter information in ANY of the sections. The more information you enter, the more complete your CV (resume) will be, which can be beneficial.

Profile Instructions:

- A few of the sections in Profile will be auto populated from HR:
 - University Department and College
 - o Current Position
- At a minimum, update the following sections so they are current:
 - o Contact Information
 - o Prior Employment
 - o Degrees
 - o Professional Licensures & Certifications
- Complete other sections as appropriate

Activities Instructions:

- Because WyoVita is designed for all faculty in the college, several of the sections will not be applicable to you. For example, Teaching is for college courses; Non-Credit Instruction/Statewide Outreach Activities is for campus based faculty who conduct an educational program in a community; Advising Load; Student Mentoring, etc.
- If you are on **Extended Term or Fixed Term Rolling Contract (FTRC)** it will be important to enter information into the following Activity sections:
 - Scholarly Contributions and Creative Productions peer reviewed articles, book chapters, patents, presentations at professional meetings and conferences, etc.
 - Grants <u>Grants with a Green Sheet</u> are entered here. If you have a grant that doesn't have a
 Green Sheet, enter it in the UW Extension Resource Development section.
 - Institutional Committees Faculty Senate, Extension Working Group, Search Committee, etc.
 - o Professional Development Professional Conferences, In-depth Training, etc.
 - o Honors Professional or community honors, awards, scholarships, etc.
 - Membership Professional or community/civic organizations
 - Administrative Responsibilities County Coordinator, Area Extension Team Leadership Roles,
 Initiative Team Leadership Roles or other administrative roles.

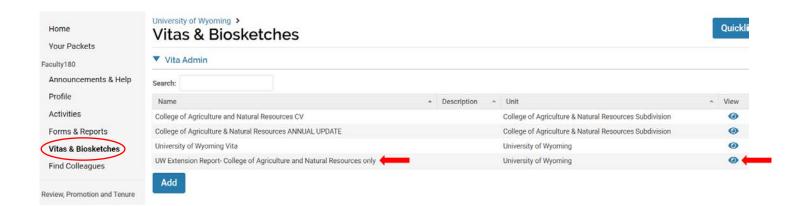
The College of Agriculture and Natural Resources CV will be AUTOMATICALLY pulled over into your case in WyoFolio.

UW Extension Report – College of Agriculture and Natural Resources only

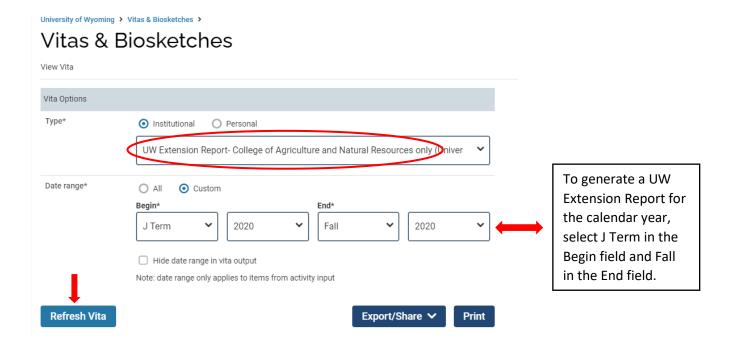
The UW Extension Report – College of Ag and Natural Resources pulls information from the three sections under Activities which are specific to Extension. Area educators and 4-H Youth Development educators will complete all three sections. Extension specialists are asked to complete the Educational Programs and Contact Reporting section and may enter information into Resource Development and Educational Materials Developed/Popular Press Activities if they choose to do so.

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

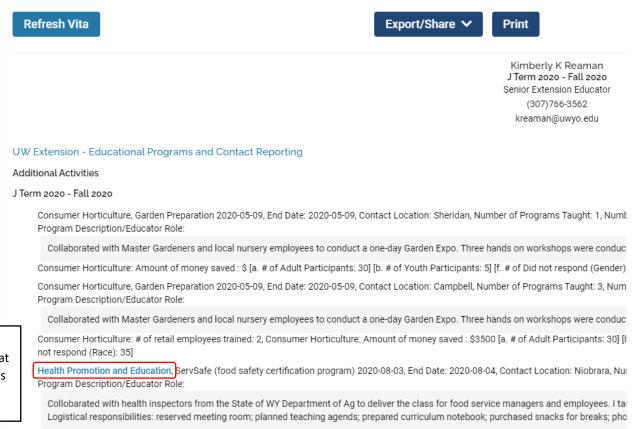
This report is also found under Vitas and Biosketches.



When you are ready to generate the UW Extension Report, select the appropriate date range for the report you wish to generate and click the Refresh Vita button.



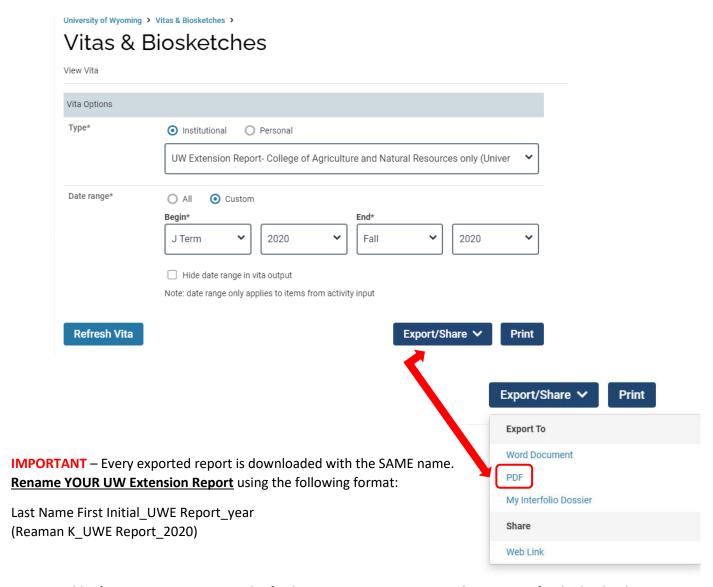
Once you have clicked the Refresh Vita button, information you entered into the three UW Extension sections in Activities will be displayed for you to review. An example is below.



font indicate that an attachment is included in the entry.

Entries in blue

Export the report and save it as a PDF file.



You can add information to WyoVita and refresh your report at any time. When you are finished upload your UW Extension Report in WyoFolio after your case is created in WyoFolio.

If you have additional questions about how to generate reports in WyoVita, please contact Kim Reaman at kreaman@uwyo.edu.