

WyoVita (Faculty 180) Tip Sheet



How to Navigate the Activity List (April 2020)

The sections included under Activities are designed to meet the reporting needs of all faculty members in the College of Agriculture and Natural Resources.

Several of the sections are prepopulated: Job Description; Grants which require a Green Sheet; and Consulting, paid or unpaid, in which you have a signed outside consulting form.

Because WyoVita is designed for the whole 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.

Three sections are identified specifically for UW Extension. ALL Extension educators need to complete these three sections. If you are on Extended Term, there are additional sections in which you will enter information. Those are highlighted below.

Extension Educators CAN enter information in ANY of the sections. The more information you enter, the more complete your vita or CV will be, which can be beneficial.

University of Wyoming >

Activities




Jump to Section ▾

- ▶ Teaching
- ▶ Non-Credit Instruction / Statewide Outreach Activities
- ▶ Advising Load
- ▶ Student Mentoring
- ▶ Job Description
- ▶ Reassigned Duties
- ▶ Scholarly Contributions and Creative Productions
- ▶ Grants
- ▶ Institutional Committees
- ▶ Other Institutional Service
- ▶ Professional Service
- ▶ Community Service
- ▶ Professional Development

ET&P - Peer Reviewed articles, book chapters, patents, presentations at professional meetings and conferences, etc.

ET&P - Faculty Senate, Extension Working Groups, Search Committees, etc.

ET&P - Professional Conferences, In-depth Training, etc.

- ▶ Honors  ET&P - Professional or community honors, awards, scholarships, etc.
- ▶ Membership  ET&P - Professional or community/civic organizations
- ▶ Consulting
- ▶ Popular Press and Media
- ▶ Projects
- ▶ Other Project
- ▶ UW Extension - Resource Development
- ▶ UW Extension - Educational Materials Developed/Popular Press Activities
- ▶ UW Extension - Educational Programs and Contact Reporting
- ▶ Administrative Responsibilities  ET&P - County Coordinator, Area Extension Team Leadership Roles, Initiative Team Leadership Roles or other administrative roles
- ▶ Veterinary Diagnostic Work
- ▶ Professional Mentoring

Click on any section to get started!

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