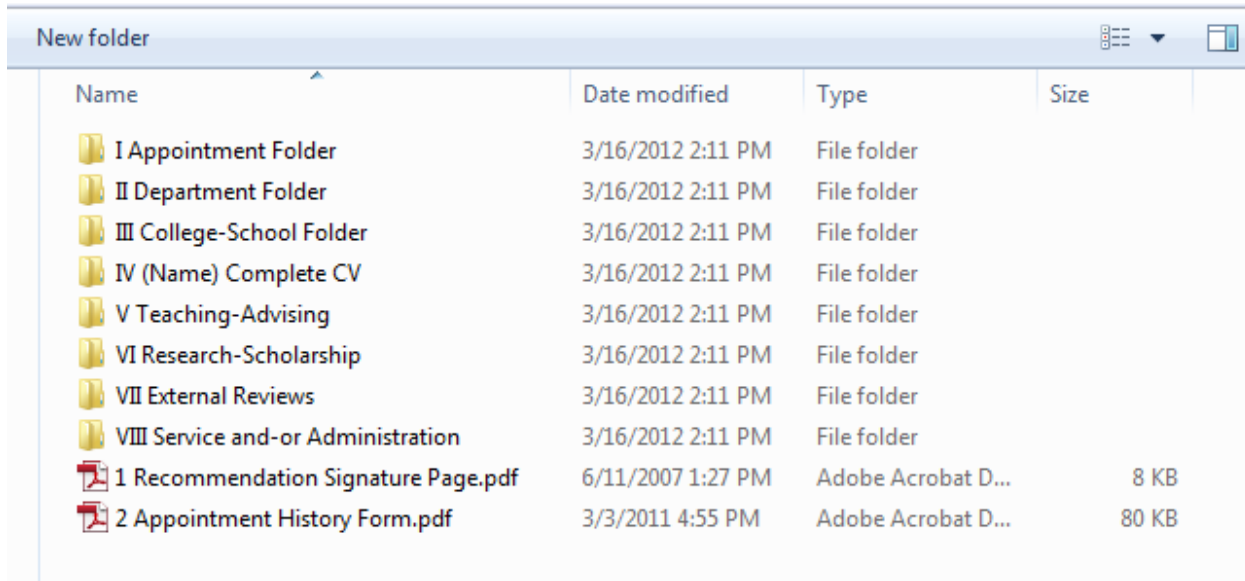


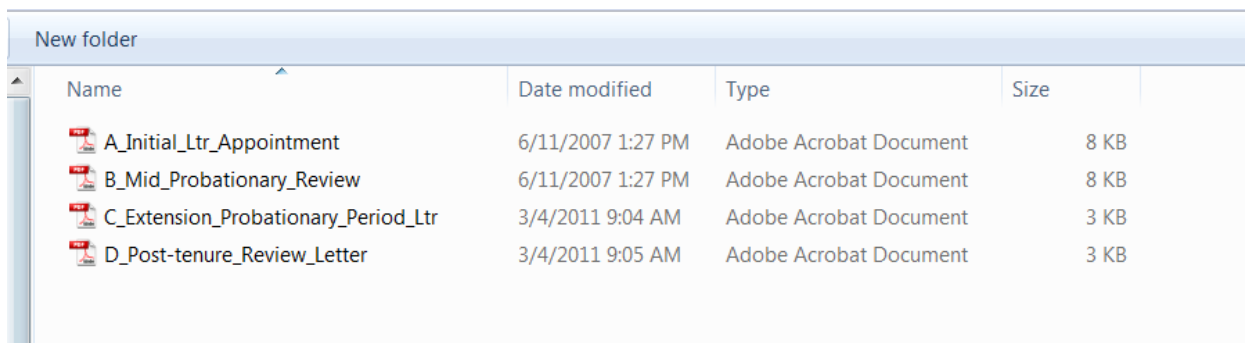
Visual Guide for Electronic Folder Arrangement

Naming conventions and folder titles for electronic dossier:









Name	Date modified	Type	Size
I Appointment Folder	3/16/2012 2:11 PM	File folder	
II Department Folder	3/16/2012 2:11 PM	File folder	
III College-School Folder	3/16/2012 2:11 PM	File folder	
IV (Name) Complete CV	3/16/2012 2:11 PM	File folder	
V Teaching-Advising	3/16/2012 2:11 PM	File folder	
VI Research-Scholarship	3/16/2012 2:11 PM	File folder	
VII External Reviews	3/16/2012 2:11 PM	File folder	
VIII Service and-or Administration	3/16/2012 2:11 PM	File folder	
1 Recommendation Signature Page.pdf	6/11/2007 1:27 PM	Adobe Acrobat D...	8 KB
2 Appointment History Form.pdf	3/3/2011 4:55 PM	Adobe Acrobat D...	80 KB

For I Appointment Folder:






Name	Date modified	Type	Size
A_Initial_Ltr_Appointment	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
B_Mid_Probationary_Review	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
C_Extension_Probationary_Period_Ltr	3/4/2011 9:04 AM	Adobe Acrobat Document	3 KB
D_Post-tenure_Review_Letter	3/4/2011 9:05 AM	Adobe Acrobat Document	3 KB


For II Department Folder:

New folder				
Name	Date modified	Type	Size	
 A_Dept_Sum_Proc_Guide	6/11/2007 1:27 PM	Adobe Acroba...	8 KB	
 B_Dept_Prom_Tenure_Comm_Recom_Votes	6/11/2007 1:27 PM	Adobe Acroba...	8 KB	
 C_Chair_Division_Director_Ltr_Recom	6/11/2007 1:27 PM	Adobe Acroba...	8 KB	
 D_Collected_Comments_from_Tenured_Members	3/4/2011 9:10 AM	Adobe Acroba...	3 KB	
 E_Appeal_Rebuttal_Handouts	6/11/2007 1:27 PM	Adobe Acroba...	8 KB	
 F_Joint_Appt_Core_Cour_Appts	3/4/2011 9:11 AM	Adobe Acroba...	78 KB	

For III College-School Folder:

New folder				
Name	Date modified	Type	Size	
 A_Cllg_Schl_Comm_Rec_Proc_Votes	6/11/2007 1:27 PM	Adobe Acrobat Document	20 KB	
 B_Appeal_Rebuttal_Handouts	6/11/2007 1:27 PM	Adobe Acrobat Document	20 KB	
 C_Dean's_Letter	6/11/2007 1:27 PM	Adobe Acrobat Document	20 KB	

For IV Complete CV Folder:

New folder				
Name	Date modified	Type	Size	
 (Name) Complete_CV	3/4/2011 9:16 AM	Adobe Acrobat Document	3 KB	

For V Teaching-Scholarship of Teaching Folder:

Name	Date modified	Type	Size
A_Teaching_Achievements_Etc	3/4/2011 9:18 AM	Adobe Acrobat Document	3 KB
B_Course_Eval_Table	3/4/2011 9:25 AM	Adobe Acrobat Document	78 KB
C_Summary_of_Advising	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
D_Peer_Reviews	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
E_Campus_wide_Teaching_Involve	6/11/2007 1:27 PM	Adobe Acrobat Document	20 KB
F_Extension_Activities	6/11/2007 1:27 PM	Adobe Acrobat Document	20 KB



For VI Research-Scholarship Folder:

Name	Date modified	Type	Size
A_Statement_of_Accomplishments	3/4/2011 9:28 AM	Adobe Acrobat Document	3 KB
B_Biblio_List_Protoc_Contr	3/4/2011 9:28 AM	Adobe Acrobat Document	9 KB
C_Details_on_Grants	3/4/2011 9:29 AM	Adobe Acrobat Document	3 KB

For VII External Reviews Folder:

Name	Date modified	Type	Size
A_List_Specific_Criteria_for_Ext_Reviewers	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
A1_Descrip_Nom_and_Seleg_Proc	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
A2_Procedure_Seleg_Outside_Reviewers_Form	3/4/2011 9:54 AM	Adobe Acrobat Document	26 KB
B_Reviewer_Biographic_Information	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
C_Email_Initial_Contact_Letter	3/18/2009 3:49 PM	Adobe Acrobat Document	22 KB
D_Followup_Review_Request_Ltr	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
Name_A_Review_Letter	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
Name_B_Review_Letter	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
Name_C_Review_Letter	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
Name_D_Review_Letter	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
Name_E_Review_Letter	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB
Name_F_Review_Letter	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB

For VIII Service and-or Administration Folder:

New folder				
Name	Date modified	Type	Size	
 A_Summary_Professional_Service	3/4/2011 9:58 AM	Adobe Acrobat Document	3 KB	
 B_Peer_Evaluations	6/11/2007 1:27 PM	Adobe Acrobat Document	8 KB	