

VISUAL GUIDE: **ELECTRONIC** FOLDER ARRANGEMENT

Naming conventions and folder titles for electronic dossier:

Name	Date modified	Type	Size
I Appointment Folder	8/2/2017 3:23 PM	File folder	
II Department Folder	8/2/2017 3:23 PM	File folder	
III College-School Folder	8/2/2017 3:23 PM	File folder	
IV (Name)-Complete CV	8/2/2017 3:24 PM	File folder	
V Teaching-Scholarship of Teaching	8/2/2017 3:24 PM	File folder	
VI Research-Scholarship	8/2/2017 3:28 PM	File folder	
VII External Reviews	8/2/2017 3:28 PM	File folder	
VIII Service and-or Administration	8/2/2017 3:28 PM	File folder	
1 Recommendation Signature Page.pdf	8/2/2017 3:32 PM	Adobe Acrobat D...	84 KB
2 Appointment History Form.pdf	8/2/2017 3:34 PM	Adobe Acrobat D...	27 KB




I Appointment Folder:

Name	Date modified	Type	Size
A Initial Appointment Letter.pdf	8/2/2017 3:42 PM	Adobe Acrobat D...	31 KB
B Mid-Probationary Review.pdf	8/2/2017 3:42 PM	Adobe Acrobat D...	31 KB
C Extension Probationary Period Ltr.pdf	8/2/2017 3:43 PM	Adobe Acrobat D...	31 KB
D Post-Tenure Review Letter.pdf	8/2/2017 3:44 PM	Adobe Acrobat D...	31 KB


II Department Folder:

Name	Date modified	Type	Size
A Dept Promotion Tenure Guidelines.pdf	8/2/2017 3:51 PM	Adobe Acrobat D...	25 KB
B Dept Committee Recommendation Ltr.pdf	8/2/2017 3:53 PM	Adobe Acrobat D...	25 KB
C Chair Recommendation Letter.pdf	8/2/2017 3:54 PM	Adobe Acrobat D...	25 KB
D Comments from Tenured Faculty in Unit.pdf	8/2/2017 3:54 PM	Adobe Acrobat D...	25 KB
E Division Director Recommendation Letter (if applicable)...	8/2/2017 3:55 PM	Adobe Acrobat D...	25 KB
F Report on Process, Votes, Appeals.pdf	8/2/2017 3:56 PM	Adobe Acrobat D...	25 KB
G Letters-Joint, Program, Center, Courtesy Appts.pdf	8/2/2017 3:59 PM	Adobe Acrobat D...	25 KB







III College-School Folder:

Name	Date modified	Type	Size
 A College School Committee Recommendation Ltr.pdf	8/2/2017 3:51 PM	Adobe Acrobat D...	25 KB
 B Report on Process, Votes, Appeals.pdf	8/2/2017 3:53 PM	Adobe Acrobat D...	25 KB
 C Dean's Recommendation Letter.pdf	8/2/2017 3:54 PM	Adobe Acrobat D...	25 KB




IV Complete CV Folder:

Name	Date modified	Type	Size
 Last Name, First Name-Complete CV.pdf	8/2/2017 3:51 PM	Adobe Acrobat D...	25 KB













V Teaching/Scholarship of Teaching Folder:

Name	Date modified	Type	Size
 A Teaching Achievements.pdf	8/2/2017 3:51 PM	Adobe Acrobat D...	25 KB
 B Course Evaluation Table.pdf	8/2/2017 3:53 PM	Adobe Acrobat D...	25 KB
 C Summary of Advising.pdf	8/2/2017 3:54 PM	Adobe Acrobat D...	25 KB
 D Peer Teaching Reviews.pdf	8/2/2017 3:54 PM	Adobe Acrobat D...	25 KB
 E Campus-Wide Teaching Initiatives.pdf	8/2/2017 3:55 PM	Adobe Acrobat D...	25 KB
 F Extension Activities (if applicable).pdf	8/2/2017 3:56 PM	Adobe Acrobat D...	25 KB



VI Research-Scholarship Folder:

Name	Date modified	Type	Size
 A Stmt of Scholarly Accomplishments.pdf	8/2/2017 3:51 PM	Adobe Acrobat D...	25 KB
 B Biblio List of Scholarly Products.pdf	8/2/2017 3:53 PM	Adobe Acrobat D...	25 KB
 C Grant Detail.pdf	8/2/2017 3:54 PM	Adobe Acrobat D...	25 KB

VII External Reviews Folder:

Name	Date modified	Type	Size
 A List Specific Criteria for Ext Reviewers.p...	8/2/2017 3:51 PM	Adobe Acrobat D...	25 KB
 B Description-Nomination and Selection....	8/2/2017 3:53 PM	Adobe Acrobat D...	25 KB
 C Procedures for Selection of Outside Re...	8/2/2017 3:54 PM	Adobe Acrobat D...	25 KB
 D Reviewer Biographies.pdf	8/2/2017 3:54 PM	Adobe Acrobat D...	25 KB
 E Example-Email Invite to Reviewers.pdf	8/2/2017 3:54 PM	Adobe Acrobat D...	25 KB
 F Example-Formal Invite Letter to Review...	8/2/2017 3:54 PM	Adobe Acrobat D...	25 KB
 Reviewer 1-Last name of reviewer Letter....	5/16/2018 9:28 AM	Adobe Acrobat D...	24 KB
 Reviewer 2-Last name of reviewer Letter....	5/16/2018 9:28 AM	Adobe Acrobat D...	24 KB
 Reviewer 3-Last name of reviewer Letter....	5/16/2018 9:28 AM	Adobe Acrobat D...	24 KB
 Reviewer 4-Last name of reviewer Letter....	5/16/2018 9:29 AM	Adobe Acrobat D...	24 KB
 Reviewer 5-Last name of reviewer Letter....	5/16/2018 9:29 AM	Adobe Acrobat D...	24 KB
 Reviewer 6-Last name of reviewer Letter....	5/16/2018 9:29 AM	Adobe Acrobat D...	24 KB

VIII Service and-or Administration Folder:

Name	Date modified	Type	Size
 A Professional Service.pdf	8/2/2017 3:51 PM	Adobe Acrobat D...	25 KB
 B Service Evaluation Letters.pdf	8/2/2017 3:53 PM	Adobe Acrobat D...	25 KB