

File Naming Conventions

Section 1

1A-AgreementAdjustTenureStatus
1B-EarlyTenureAgreement

Section 2

2A-DeansLetter
2B-CandidateResponseLetter
2C-DepartmentChairsLetter
2D-CandidateResponseLetter
2E-DepartmentCommitteeSummaryDiscussion
2F-TenuredFacSummaryDiscussion
2G-AreaCommitteeSummaryDiscussion
2H-CollegeCommitteeSummaryDiscussion
2I-CoverSheetOutsideLetters
2J-SampleLetterOutsideReviewer
2K-OutsideLetter#1 [Combine cover sheet and letter into 1 document.]
2L-OutsideLetter#2 [Combine cover sheet and letter into 1 document.]
2M-OutsideLetter#3 [Combine cover sheet and letter into 1 document.] ...etc.
2N-DepartmentCollegeP&TCriteria
2O-CurriculumVitae-FEAS
2P-InPressAcceptance
2Q-CoursesTaught-FEAS

Section 3

3A-SummaryMajorAccmp
3B-DiscussionTeachingResearchService
3C-StudentResponsetoSPCI13-FEAS
3D-SPCISummaryForms
3E-SampleSyllabus#1
3F-SampleSyllabus#2
3G-ScholarlyCreativeWork#1
3H-ScholarlyCreativeWork#2
3I-OtherEvidence

Section 4

4A-2ndYearReview
4B-4thYearReview
4C-ProgressTowardPTLetter#1
4D-ProgressTowardPTLetter#2
4E-ProgressTowardPTLetter#3 ...etc.

Section 5

5A-LateAddition#1
5B-LateAddition#2 ...etc.