

The College of Arts & Sciences has transferred to digital review of documents through Google Docs/Drive. Each candidate will have a folder maintained by [Kayla Jenkins](#) that is able to be shared with each candidate and departmental committee. The Promotion and Tenure committee will have access to each folder. If your department is wanting to use the folder for their own review, please contact Kayla with the members of the departmental committee and you will be given access to the folder until October 1<sup>st</sup>.

#### P&T documents naming

##### Folder Name: CANDIDATE NAME

- Folder Name: Front Matter
  - File Name: Narrative
  - File Name: Department Criteria
  - File Name: CV
  - File Name: Department Recommendation
  - Folder: PAE
    - File Name: by date – 2014 PAR; 2013 PAE
- Folder Name: Teaching
  - Folder Name: Course Materials
    - Folder Name: Course Number and Name – ENSP 041 Principles of Geology
      - Folder Name: Semester – 2013 Fall; 2014 Spring
        - File Name: Syllabi
        - File Name: Evaluation
        - File Name: Supporting Material
  - Folder Name: Peer Evaluations
    - File Name: by evaluator name - Smith Evaluation
- Folder Name: Scholarship
  - Folder Name: Examples
  - Folder Name: External Reviews
    - File Name: Relationship to faculty
    - File Name: Solicitation Letter
    - File Name: CV of reviewers by reviewer name – Smith CV
    - File Name: Letter by reviewer name – Smith Review
- Folder Name: Service
  - File Name: keep short
- Folder Name (if needed): Other – keep file names short