University Rank & Tenure
Electronic File Submission Guidelines

The following guidelines are to assist in the preparation of faculty candidate files for electronic submission.

- Begin by saving electronic copies of your documents for submission in PDF format.
- Documents corresponding to the Folder/documents in column 1 are to be named in the manner shown under "File Name" in column 3.

Folder or Document	Description	File Name
FOLDER I	**Introductory Statement and Vita**	**I LastName**
Document I.A	Introductory Statement	I-A-LastName-Intro
Document I.B	Comprehensive Curriculum Vitae	I-B-LastName-CV
FOLDER II	**Department and School/College Actions and Recommendations**	**II LastName**
Document II.A	Recommendation of the Department Personnel Committee	II-A-Last-Dept
Document II.B	Department Chairperson's recommendation	II-B-Last-Chair
Document II.C	College Rank and Tenure Committee recommendation	II-C-Last-CRT
Document II.D	Dean's recommendation	II-D-Last-Dean
Document II.E	External evaluations of scholarship	II-E1-Last-Ext II-E2-Last-Ext
FOLDER III	**Prior Reviews**	**III LastName**
Document III.A	Mid-probationary Review (for tenure candidates)	III-A-Last-Mid
Document III.B	Annual Professional Reviews (For tenure candidates, this includes all prior annual reviews. For promotion candidates, this includes all reviews since the last promotion but not more than previous 5 years.)	III-B-Last-APR

FOLDER IV	Supporting Documents	IV LastName
	TEACHING	
Document IV.A.1	Teaching Statement	IV-A1-Last-TEA
Document IV.A.2	Student Evaluations Summary Chart	IV-A2-Last-TEA
Document IV.A.3	Peer Evaluations	IV-A3-Last-TEA
Document IV.A.4	Grading Patterns	IV-A4-Last-TEA
	SCHOLARSHIP	
Document IV.B.1	Scholarship Statement	IV-B1-Last-SCH
Document IV.B.2	Scholarship Example 1	IV-B2-Last-SCH
Document IV.B.3	Scholarship Example 2	IV-B3-Last-SCH
Document IV.B.4	Scholarship Example 3 (optional)	IV-B4-Last-SCH
	SERVICE	
Document IV.C.1	Service Statement	IV-C1-Last-SER

FOLDER V	Supplemental Supporting Materials	V LastName
Document V.A	Course syllabi and materials such as sample assignments and examinations	V-A1-Last, V-A2-Last, etc
Document V.B	All Student Evaluations including original forms and reports	*submit hard copy in supplemental binder or on disc if available electronically* V-B1-Last, V-B2-Last, etc.
Document V.C	Additional Evidence of Scholarship – books may be hardcopy in supplemental binder	V-C1-Last, V-C2-Last, etc,
Document V.D	Additional Evidence of Service	V-D1-Last, V-D2-Last, etc