Naming Protocol for Tenure/Promotion Files

When transferring electronic data files, the new file path is added to the name, which may then make the name too long preventing the successful transfer of the document. To remedy this situation, Academic Affairs requests that you use the following protocol in naming your documents:

1. Folders
   a. Keep the names of main folders short and specific (e.g., Administration, Research, Teaching, Publications, etc.)
   b. Keep the names of sub-folders short and specific (e.g., Refereed, Published, In Progress, etc.)
2. Files
   a. Do not include:
      i. the actual title of the document (e.g., The role of immediate early genes in the activation of jun-1 and fos-1 in the planarian wound response)
      ii. names of co-authors
      iii. dates
      iv. locations
      v. versions
   b. Do include:
      i. type of document (e.g., publication, performance, grant proposal, etc.)
      ii. number (e.g., Conference Presentation 1, Conference Presentation 2, etc.)
3. Sample:

Main File:	Administrative
Sub-File:	Transmittal Letters
Documents:	Dean 1
	Dean 2
	Dean 3
	Division Committee 1
	Division Committee 2
	Dept Chair
Sub-File:	External Letters
Documents:	Review 1
	Review 2
	Review 3
	Reviewer CV 1
	Reviewer CV 2
	Reviewer CV 3
Main File:	Research
Sub-File:	Book Chapters
Documents:	Chapter 1
	Chapter 2
Sub-File:	Refereed Journal Articles
Documents:	Article 1
	Article 2
	Article 3
	Article 4
	Article 5

Sub-File:	Grants
Documents:	Grant 1
	Grant 2
	Grant 3
	Grant 4
Sub-File:	Presentations
Documents:	Presentation 1
	Presentation 2
	Presentation 3
Main File:	Teaching
Sub-File:	Instructional Materials
Documents:	Syllabus 1
	Syllabus 2
	Syllabus 3
	Syllabus 4
	Syllabus 5
Sub-File:	Course Evaluations
Documents:	Evaluation 1
	Evaluation 2
	Evaluation 3
	Evaluation 4
Sub-File:	Supervision
Documents:	Dissertation 1
	Dissertation 2
	Dissertation 3
	Independent Study 1
	Independent Study 2
	Independent Study 3