

# **Instructional and Research Academic Staff Review Committee (IRASRC)**

## **Digital File Submission Guidelines**

### ***File Creation***

The committee recommends one of two methods for creating digital copies of the review file.

1) Create a hard copy of your complete file first, and then scan the hard copy as a whole to create one PDF document for submission. Type or hand-write consecutive page numbers on each page in the file before scanning. Be sure there is a blank page between sections and that page one of your file is a detailed table of contents with page numbers (see sample below).

2) Create a digital PDF copy of your complete file. PDF creation software may be used to convert Word and other digital documents to PDF, to arrange PDF pages in desired order, and to automatically generate consecutive page numbers. Documents existing only in print may be scanned as PDF files and incorporated into the complete PDF review file. Be sure there is a blank page between sections and that page one of your file is a detailed table of contents with page numbers (see sample).

### ***Submission***

Your Dean/Division Head will submit a transmittal letter to the committee via the Secretary of the University's office. The digital version of your file may be submitted to the Secretary of the University's Office ([secofunv@uwm.edu](mailto:secofunv@uwm.edu)) via email, CD, flash drive, or SharePoint.

## Sample Table of Contents

**Joe Smith  
Senior Lecturer  
College of Health Sciences**

### Table of Contents

I.	Table of Contents	1
II.	Resume	2-6
III.	Chronological Listing of Employment Assignments Counted in the Probationary Period at UWM	7- [etc.]
IV.	Job Descriptions Covering All of the Probationary Period Employment	
V.	Related Document Pertaining to UWM Chapter 104 of the Academic Staff Personnel Policies and Procedures	
VI.	All Performance Reviews	
VII.	Summary of Teaching Activities	
VIII.	Summary of Professional Activities and Service	
IX.	Departmental Executive Committee Recommendation Summary	
X.	Candidate's Request for Open/Closed Meeting	
XI.	Certification of the Contents of the Review File (Items I through IX)	
XII.	Candidate's Response to the Departmental Executive Committee's Recommendation Summary (optional)	