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) via email, CD, flash drive, or SharePoint.

Sample Table of Contents

Joe Smith
Senior Lecturer
College of Health Sciences

Table of Contents