

## Document Naming Conventions

### Appointment, Promotion & Leave Documentation

Date, Candidate Last Name, Document Description

*Ex) 4-1-2008 Jones Appointment Letter*

*Ex) 12-4-2015 Smith Sabbatical Leave Approval Letter*

*Ex) 6-1-2010 Wilson Tenure & Promotion Letter*

### Evaluative Letters

Date, Last Name of Letter Writer, Document Description, Area(s) of Performance Addressed

*Ex) 12-1-2015 Jones Letter – Teaching*

*Ex) 10-4-2014 Smith Letter – Teaching & Scholarship*

### Course Evaluations

Semester, Year, Course, Course Name

*Ex) Fall 2015 SOC 104 Introduction to Sociology*

### RTP Reviewer Letters (Committees & Administrators)

Date, Evaluator, Description, Candidate Last Name

*Ex) 3-24-2016 Dean's Periodic Evaluation Letter – Smith*

*Ex) 9-14-2015 IUPC Recommendation Letter – Jones*

### Candidate Response Letters (Designees)

Date, Response to Evaluator, Description, Candidate Last Name

*Ex) 3-26-2016 Response to Dean's Periodic Evaluation Letter – Smith*

*Ex) 9-18-2015 Response to IUPC Recommendation Letter – Jones*