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