Naming Conventions in Google Folder

Each faculty's google folder may contain up to 4 documents using the following names:

T&PReport.pdf – This is the candidate's tenure and promotion report and cover sheet that is run out of Watermark Faculty Success and saved as a PDF. For the links to work correctly in the report it must be saved as a pdf and uploaded. NOTE: If you print out the report, scan it, and upload to the google drive, the links will not work.

Reviews.pdf – This document contains all of the candidate's reviews. First, all external reviews will be saved into a Reviews.pdf document. Next, in front of the external reviews will be the department committee's report. Then, the department chair will add their recommendation in front of the department committee's report. After that the college committee will add their recommendation in front of the department chair's recommendation. Finally, the dean adds their written review in front of the college committee recommendation. Once all recommendations/reviews are added the document should look like this:

> Dean's Review (1st pages)
> College Committee Recommendation
> Department Chair Recommendation
> Department Committee Report
> External Reviews (outside of the University) (Last pages)

Departmental Review Notification.pdf – This is the Departmental Review Notification form issued and initialed by the chair and signed by the candidate and dean; this document may also include supplemental materials* and the originating email to the Dean if the candidate decided to add additional material.

Portfolio.pdf – These are the documents/materials required by the school/college at the time of submission (may include letter of application, letters of support, etc. – anything that is required by the school/college).

Additionally, there could be up to 2 documents in the College folder:

Promotion Recommendation Summary.pdf – This is the Dean's Promotion Recommendation Summary table that is to be saved in the College folder.

Tenure Recommendation Summary.pdf – This is the Dean's Tenure Recommendation Summary table that is to be saved in the College folder.

*Any supplemental materials a candidate decides to include with their application, based on their meeting with the Department Chair, must be emailed to the Dean for inclusion in the Tenure and/or Promotion folder.