

**Promotion and Tenure Evidence
in Personnel Files**

- Pdf files (audio or video files are also okay for Music faculty and disciplines where applicable)
- **File Naming: YYYY MM DD Rest of File Name**
 - Ex: 2015 03 15 Conference Presentation
 - If you do not know a year or month or day, put zeroes in place. Ex: If I know something happened in 2015, but I don't know the month or day, I would put: 2015 00 00
 - Use the date on the document... the date of the email, the date the document was signed, published etc. (Do not use the date printers automatically print on some documents)
 - Common "Rest of File Name":
 - YYYY MM DD Activity Report
 - YYYY MM DD Advisee List
 - YYYY MM DD Productivity Report [aka Headcount Report]
 - YYYY MM DD Mid Year Progress
 - YYYY MM DD Annual Eval
 - YYYY MM DD Class Observation
- Make three folders and put evidence in appropriate folder:
 - 1) Teaching
 - 2) Professional Activity
 - 3) Service
- If a piece of evidence applies to two or three areas, list the areas at end of file name, so I can log the item as evidence for more than one area.
 - DO THIS: 2015 03 15 Conference Presentation – Teaching & PA
 - Do NOT put a copy of the evidence in two/three separate folders if it applies to more than one area.
- At the end of each academic year, give the Provost's Office a flash drive with your evidence. Keep a copy for your own records so you remember what you have submitted.
- Reminder! Be sure to review applicable policies and procedures, including but not limited to:
 - Policy 213 – Faculty Personnel File
 - Policy 216 – Tenure
 - Policy 217 – Criteria for Faculty Rank and Promotion
 - Procedure 213 – Required Documents and Forms
- Remember, official transcripts must be sent directly from the college/university attended to the Provost's Office!

Sample Log: (Provost's Office does this – you do not.)

Date	Rest of File Name	Area	Area	Area
2015 03 08	P and T workshop	Professional Activity		
2014 11 12	Ppt in Classroom	Teaching		
2014 07 05	Present at Univ Profs Conference	Professional Activity		
2014 10 10	Retention Committee	Service		
2013 09 00	Attend and Present at Publish or Perish Workshop	Service	Professional Activity	