

Filenames Guide: Naming Conventions for Documentation Files

1. **Begin each filename with the year** so files will sort in reverse chronological order.
2. **Documents that repeat each year (e.g., student evals) should have the same file name with just the date changed.**
3. Consolidate when possible – in other words, multiple documents that are all from the same semester should be scanned as a single document and given a name that reflects when and what (e.g., 2018-Fall-Student-Evals).
4. For your publications, use abbreviated titles that will help a reader find an article easily, based on the article title listed on the cv. “2017-AbbreviatedTitle” or "2019-AbbreviatedTitle-in-press" or "2019-AbbreviatedTitle-under-review".
5. For service, try to follow a similar pattern: “2018-Fall-Strategic-Planning-Fundraising-Cmte,” “2018-19-Grade-Appeal-Cmte”, “2010-Spring-Provost-Search-Cmte”, “2015-Reviewer-APM-CSWE”, “2016-NIMH-Summer-Inst”. The naming requires a bit more thought, but it is significantly easier for the people reading your portfolio to scan and find things.

Location in Template	Naming Convention	Comments
Executive Summary	2019-ExecSum-INITIALS	
Curriculum vitae	2019-cv-INITIALS	
Personnel Action Letters (prior years)	YEAR-PAL-INITIALS (e.g., 2018-19-PAL-YI) <i>In these examples, “YI” stands for “Your Initials”</i>	All letters from a particular academic year should be scanned into a single pdf document for that year in the following order: <ul style="list-style-type: none"> - letter from VP - letter from Dean - letter from SPC - letter from DPC - letter from dep’t chair All the documents go into this folder.
Department Chair, Letter	2019-Chair-INITIALS (e.g., 2019-Chair-YI)	
Teaching Documentation		
Peer Evaluations	YEAR-Semester-PeerEval-INITIALS (e.g., 2019-Spring-PeerEval-YI)	
Student Evaluations	YEAR-Semester-StdEvals-INITIALS (e.g., 2018-Fall-StdEval-YI)	
Additional Evidence	YEAR-Descriptive-Name	

Scholarship Documentation		
Peer-Reviewed Publications	YEAR-AbbreviatedTitle or YEAR-AbbreviatedTitle-submitted	
Conference Presentations	YEAR-ConferenceName-abstract YEAR-ConferenceName-program	
Poster Presentations	YEAR-ConferenceName	
Grants	YEAR-GrantingAgency-awarded or YEAR-GrantingAgency-submitted	
Honors and Awards	YEAR-AwardTitle	
Non-Peer-Reviewed Publications	YEAR-Publisher (e.g., 2018-NYTimes)	
Additional Evidence		
Service Documentation		
Departmental Service	YEAR-CommitteeName	
School Service	YEAR-CommitteeName	
Institutional Service	YEAR-CommitteeName	
Professional Community Service	YEAR-CommitteeName	
Community Service	YEAR-Function	
Additional Documentation		