Promotion
Format for Electronic Submission

Candidates for promotion are **required to use the naming convention below** for documents that are submitted for application for promotion. <u>Documents are due on January 15 unless it falls on a weekend, in which case they are due at 9:00 a.m. on the Monday after.</u> Academic Affairs provides you with a personal Google link for you to upload your materials to. Submit all documents in PDF format. These document titles match the list of required documents listed on the Promotion Portfolio Requirements.

EXAMPLE: For the examples below, Brian Smith is the candidate for promotion.

- A Self-Assessment (not to exceed 3000 words)
  - LASTNAME_FIRSTINITIAL_SelfAssess_MonthYear
    - SMITH_B_SelfAssess_Jan2017
- Supporting Documents:
  - LASTNAME_FIRSTINITIAL_SuppDoc_(document identifier, see examples below)_MonthYear
    - SMITH_B_SuppDoc_Teaching_COM110N Syllabus_Jan2017
    - SMITH_B_SuppDoc_Teaching_COM220N Syllabus_Jan2017
    - SMITH_B_SuppDoc_Teaching_Student Assignment1_Jan2017
    - SMITH_B_SuppDoc_Teaching_Student Assignment2_Jan2017
    - SMITH_B_SuppDoc_Non-Instructional Assignments_Jan2017 (If applicable.)
    - SMITH_B_SuppDoc_Scholarship_Example1_Jan2017
    - SMITH_B_SuppDoc_Scholarship_Example2_Jan2017
    - SMITH_B_SuppDoc_Service_Jan2017
- A Curriculum Vitae:
  - LASTNAME_FIRSTINITIAL_CV_MonthYear
    - SMITH_B_CV_Jan2017
- A Faith Integration Essay (3000-3500 words) - *Full Professor Only*:
  - LASTNAME_FIRSTINITIAL_FaithInt_MonthYear
    - SMITH_B_FaithInt_Jan2017