

GUIDELINES AND CHECKLIST FOR SCANNING TO BE COMPLETED BY  
THE DEPARTMENT

General Instructions:

- The following list comprises the items from the promotion dossier to be scanned and uploaded by the department. Items not on this list will be scanned and uploaded by the Dean's Office.
- In addition to uploading the electronic files, departments are required to provide paper copies of each document to the Dean's Office with the rest of the dossier.
- Documents will be uploaded to the Blackboard community Liberal Arts Promotion and Tenure 2008. Due to the confidential nature of promotion files, access to this community will be restricted to the senior staff person in each department and one other designated staff person, if necessary. Do not allow others to access these files.
- The Blackboard site will be open for uploading documents from **June 4 through September 22**.

Uploading Instructions:

- Please upload all documents as **PDF** files.
- Folders have been created for each portion of the dossier. Navigate to the designated section for each candidate:  
Dossiers > Department > Candidate Name > Folder
- Once you get to the correct folder, click on "Edit View" on the top right side of the page.
- Click on Item to upload each item.
- Please follow the file naming conventions listed in the checklist.
- Do not delete items from Blackboard after September 17. If you need to make a change to a document after September 17, please upload a second copy, and include "Version 2" in the Text box of the upload form (or Version 3, etc).

**Scanning Checklist for:** \_\_\_\_\_

\_\_\_\_\_ 1. Student Written Comments

\_\_\_\_\_ A. Scan and include the CIS Summary Report in this folder as  
Lastname\_CIS Report.pdf

\_\_\_\_\_ B. Scan the comments for each course into separate PDFs, using the  
following naming structure: Lastname\_Semester\_CourseNo.pdf  
Example: Kurtz\_Spring08\_HRS301.pdf

- If more than one section of a course was taught in a semester, add the unique number  
Example: Kurtz\_Spring08\_HRS301\_12345.pdf
- Scan the front of every evaluation sheet, even if there are no written comments (i.e., just the bubbled section is filled in)
- If there is writing on both sides of the evaluation, scan both sides.

- If there is an issue with the evaluations (e.g., an entire class is missing, or the number of evaluations returned does not match the number of evaluations listed on the summary report), please include a page explaining the discrepancy in the PDF for that class.

\_\_\_\_\_ 2. Five Most Significant Publications

\_\_\_\_\_ A. Scan and include the list of Five Most Significant Publications as  
Lastname\_5 Most Significant Works.pdf

\_\_\_\_\_ B. Scan each publication into a separate PDF, using the following  
naming structure: Lastname\_SigPub\_Title.pdf

- If the title of the work is lengthy, please include only the first few words, so that the work is easily identifiable.
- Do not use special characters in the titles (i.e. If there is a colon in the title of the work, just include the portion of the title before the colon).
- If one of the Five Most Significant Publications is a book and cannot be scanned, please use the template provided on Blackboard to create a placeholder for that work. It will be available for the committee to check out from the Dean's Office.

\_\_\_\_\_ 3. Other Publications

\_\_\_\_\_ A. Scan and include the list of all of the publications included in this  
folder as Lastname\_Other Publications.pdf

\_\_\_\_\_ B. Scan each publication into a separate PDF, using the following naming  
structure: Lastname\_Pub#\_Title.pdf

Example: Kurtz\_Pub06\_Introduction to Human Resources.pdf

- The # should correspond to the number of the publication on the Vita. Please use two or three digit numbers, where applicable (e.g., 01 through 09, if there are more than 10 total publications, or 001 through 099, if there are more than 100)
- If the title of the work is lengthy, please include only the first few words, so that the work is easily identifiable.
- Do not use special characters in the titles (i.e. If there is a colon in the title of the work, just include the portion of the title before the colon).
- If one of the Other Publications is a book and cannot be scanned, please use the template provided on Blackboard to create a placeholder for that work. It will be available for the committee to check out from the Dean's Office.

\_\_\_\_\_ 4. Teaching Portfolio

- As this section is to be compiled by the candidate, it is up to each department to ensure that all relevant documents are included and uploaded.
- Please follow the naming conventions used above (Lastname\_Document.pdf) for consistency.  
Example: Kurtz\_Syllabus\_HRS301.pdf

- If one of the items in this folder cannot be scanned (e.g., a book or a CD), please use the template provided on Blackboard to create a placeholder for that item. It will be available for the committee to check out from the Dean's Office.

\_\_\_\_\_ 5. Supplemental Folder (optional)

- As this section is to include any additional material considered by the candidate to be relevant to the promotion/tenure decision, it is up to the department to ensure that all documents are included and uploaded.
- Please follow the naming conventions used above (Lastname\_Document.pdf) for consistency.  
Example: Kurtz\_National Grant.pdf
- If one of the items in this folder cannot be scanned (e.g., a book or a CD), please use the template provided on Blackboard to create a placeholder for that item. It will be available for the committee to check out from the Dean's Office.
- If the candidate opts not to have a Supplemental Folder, please use the template provided on Blackboard as a placeholder.