

Tips on How to Name Files in Vibe for Reappointment, Tenure, or Promotion, 2019-20

In applying for Reappointment, Tenure, or Promotion, candidates are now asked to name their pdf files with a preceding initial (as in B.Checklist and C.Essay). This will create more streamlined applications and will help reviewers find your materials more quickly. This Tip Sheet is meant to supplement the instructions you will find in Vibe and in the training power points on the Academic Affairs/ Promotions and Reappointment website. For questions about what kinds of materials to include in your application, please see the 2019 TCNJ Reappointment and Promotions Document (RPD).

In naming your files, you might think of the preceding initials as the dividers in a notebook; they are a way to group related materials and put them into a common order. With the exception of Category A, as explained below, the letters correspond to the items listed beginning on page 63 in the 2019 RPD. Below are some examples about how to approach this task.

- A. The 2019 RPD reserves A for the Cover Page, but seeing as this is now done electronically, A is now used by the PRC, Dean, and Provost to upload their current letters. *Candidates do not use the A category.*
- B. Category B is straightforward. B.Checklist
- C. Category C is straightforward. C.Essay
- D. Category D is straightforward. D.Standards
- E. Previous Evaluations Letters. For reappointment and tenure cases, this is where you include previous evaluation letters and candidate responses (if applicable). For promotions cases, this is where you include the letters from a previous promotion application (submitted in the last three years) and any candidate responses. See the RPD for details. Vibe gives standard instructions for naming these documents (EvaluationLetter1.pdf, etc), but as long as they are clear and consistent, candidates can offer more detailed document names if they choose.

E.ProvostPromotionLetter2016
 E.DeanPromotionLetter2016
 E.CandidateResponsetoDean2016
 E.PRCPromotionLetter2016

If you want to control the order of these, you can number them as following:

E1.ProvostPromotionLetter2016
 E2.DeanPromotionLetter2016
 E3.CandidateResponsetoDean2016
 E4.PRCPromotionLetter2016

As with many of the categories below, you can combine multiple documents into a single pdf file beforehand and then upload the one combined file. You might name such a file E.PreviousEvaluationLetters or E.EvaluationLetters2014-2017. These decisions are up to you.

- F. Category F is straightforward. F.CV
- G. Category G can be a single file or multiple files. G.ExternalReviews **or** G.ExternalReview1 and G.ExternalReview2. (Note: because the current system is confidential, candidates will not have access to the names of the reviewers.)
- H. Category H is for Student Teaching Evaluations that are not included in PAWS or, if you chose not to share your feedback through PAWS, all the Student Teaching Evaluations you are including. Following the example offered in the RPD, you would name the files as follows:
 H.HistoryofArctic2016Spring, H.HistoryofOceans2017Fall, etc.

These can be named or numbered to group files chronologically, by course, level of curriculum, etc

- I. Category I should be multiple files. If you refer to the peer reviews frequently, it is helpful to put the last name in them. I.WilsonPeerReview, I.RoksaPeerReview, I.HidalgoPeerReview, etc. To show progression, you could name them by date: I.PeerReviewSpring2015, or I.WilsonPRSpring2015.
- J. The Syllabi category will require multiple documents, so J is one of those categories (like H) where there will be many J uploads.

J.SyllabusHistoryofArctic2016Spring
 J.SyllabusHistoryofOceans2017Fall

Again, you can number these as you wish to order and group them (by course number, semester, etc).

- K. The Scholarship category will require multiple documents, so, like H and J, you will have many K. uploads. How you title these is up to you, but titles can help group the files as you wish.

K.articleJournalOceanicResearch
 K.articleToday'sOceans
 K.bookproofsOceansandCommerce
 K.bookreviewJournalofthePacific
 K.conferencepaperAOS

Or

K.2014conferencepaperAOS
 K.2016articleToday'sOceans
 K.2016bookreviewJournalofthePacific
 K.2017articleJournalOceanicResearch
 K.2017bookproofsOceansandCommerce

Categories L-O are described in the RPD. These, too, can be uploaded and titled as they make sense. Two notable examples are below.

- L. L is for extra teaching material, and the documents can be named and uploaded as you wish. Examples include:

L.CapstoneAssignment
 L.CitationTeachingAwardFall2017
 L.GoodmanStudentLetter
 L.IndependentStudy14-15.

- N. N is for Service materials and the documents can be named and uploaded as you wish. A numbered example might read:

N1.CFAreportFall2013
 N2.DeptAlumniEventApril2017
 N3.DeanLetterCurrCommMay2015
 N4.RefereeReportforJournPacificJan2018

****Please remember that all files must be in the pdf format****