



## PROMOTION AND TENURE DOCUMENT NAMING GUIDELINES

Please use the following labeling and naming conventions on all promotion and tenure materials prior to adding documents to the candidate case document file area in Interfolio. This will make things more efficient as different individuals and groups review the file. **Please ensure that each document has the candidate name listed and rank.**

Once the candidate's case has been created by UW Tacoma Academic Human Resources (AHR), all materials can be uploaded by the candidate to Interfolio. A personalized invitation will be sent to the candidate via email explaining that the case is ready.

### INTERFOLIO CANDIDATE PACKET

#### CANDIDATE DOCUMENT SECTIONS:

- All documents in the sections identified below are uploaded in Interfolio by the candidate.
- For all document sections identified below, please upload ONE singular PDF only to Interfolio.
  - For sections that have multiple criteria for upload such as the Student Teaching Evaluation and Annual Review and Activity Report sections, please create PDFs for each criterion by following specifications in each section (reverse chronological order, etc.) and join the individual PDFs to make one singular PDF.
  - Academic Personnel and Faculty (APF) requires 1 PDF per section.

#### 1. Curriculum Vitae (CV) and Bibliography

This section should contain the CV, and bibliography and the candidate's narrative/self-assessment. Please use the following document labeling conventions:

- CV\_ Candidate Last Name
- Bibliography\_ Candidate Last Name

#### 2. Self-Assessment (Narrative)

This section should contain the candidate's narrative/self-assessment. Examples of a few SSWCJ faculty promotion narratives can be found on the SSWCJ Intranet if this is helpful. Please use the following document labeling conventions:

- Self-Assessment/Narrative\_ Candidate Last Name

#### 3. Student Teaching Evaluations

This section should contain a summary table of all teaching evaluations (list of courses taught and student evaluation scores), student assessment of teaching (numerical course evaluation summaries), graduate students supervised and any additional teaching-related items the faculty member chooses to provide. Please use the following document labeling conventions:

- Teaching Evaluation Summary Spreadsheet \_ Candidate Last Name
  - This should be in Excel format to be able to sort
- Course Evaluations\_ Candidate Last Name
  - Combine all evaluations into one PDF, in date order
  - Each year of service must have teaching evaluations included
- Graduate Students\_ Candidate Last Name (not required)
- If additional items submitted, please select a naming convention that clearly indicates a description for the document.
- You may use the UW Tacoma AHR Teaching Evaluation Spreadsheet or the APF Teaching Chronicle Template.

#### **4. Peer Teaching Evaluations**

This section should contain all collegial assessment of teaching (peer evaluations).

- Date\_Peer Evaluation\_ Name of Evaluator\_ Candidate Last Name
- Assemble the documents in date order. Clear labeling, with the date, is crucial.
- Date should be numeric: YearMonth: YYYYMM or 202504 is equivalent to 2025 April

#### **5. Annual Review (Regular Conferences) and Annual Activity Reports (FARs)**

This section should contain all regular dean's conferences (since last promotion, if applicable), reappointment if applicable (excluding second-year reviews), merit reviews, yearly goals, sabbatical reports (if applicable), awards, etc. Please use the following document labeling conventions:

- Date (year and month)\_ Type of Document (regular conference or annual activity)\_ Candidate Last Name
- Assemble all documents in date order. Clear labeling, with the date, is crucial.
- Date should be numeric: YearMonth: YYYYMM or 202504 is equivalent to 2025 April

#### **6. Outside Professional Work for Compensation (Form 1460) optional**

This section should contain all approved Outside Professional Work for Compensation forms if this applies to you. If you have referenced outside work for compensation on your CV, you may be asked to provide the approved 1460 form for your promotion materials.

- Date\_1460 Form\_ Candidate Last Name

- Date should be numeric: Year: YYYY-YYYY or 2025-2026 for each July 1 – June 30

## 7. Scholarly Work and Publications

Faculty may choose to submit samples of scholarly work and/or publications. They should clearly label what each publication is. Although specific samples of scholarly work are not required by the Provost, the CV/bibliography must match titles and publication source of work for any provided. Since Interfolio will draw from candidate case documents directly for External Reviewer materials, it is imperative that a minimum of 3-5 samples of scholarly works are up uploaded to this section. **Please identify which scholarly works are to be sent to the External Reviewers by messaging the Director of Academic Services, Finance and Operations directly.**

- Please use APA citations for your scholarly works.

## 8. Candidate External Reviewer Nominees

There are **two** requirements for candidates to complete for the External Reviewer Nominees. One is completed inside Interfolio and the other is submitted to the Chair of the Subcommittee.

- Complete the External Reviewer Nominee form inside Interfolio as part of the candidate case documents. The form is embedded in Interfolio. You will not upload this information. Detailed instructions are included to assist you with completing this form. The due date for this information is **June 15<sup>th</sup> (June 1<sup>st</sup> is preferred)**.
- Complete the [Academic Personnel and Faculty \(APF\)](#) table of external reviewers. Detailed instructions are included. Please fill out all columns for the candidate list of nominees. Once complete, provide the spreadsheet to the **Subcommittee Chair** no later than **June 1<sup>st</sup>**.
- Please include up to 3 names of external reviewers that you do not want to be contacted and provide this list to the **Subcommittee Chair** no later than **June 1<sup>st</sup>**.

### INTERNAL SECTIONS:

- All documents in these sections are for SSWCJ, admin or other campus entities. Candidates will be shared documents in this section during the appropriate routing time. There are no documents for candidates to upload in Interfolio in this section.

#### 1. External Reviews

This section will contain the [Academic Personnel and Faculty \(APF\)](#) required spreadsheet table of external reviewers provided by the candidate and provided by the review committee with the final names, qualifications and how/why they were chosen. This section should also contain a sample letter from the dean requesting the review and 3 to 5 external review letters, the CVs

of each external reviewers. External Reviewers will be invited to review materials inside of Interfolio by a designated deadline. The following document labeling conventions should be used.

- External Reviewer Spreadsheet\_ Candidate Last Name
  - Excel Spreadsheet should include:
    - Reviewers identified by candidate
    - Reviewers identified by committee/Dean
    - Reviewers selected
    - Reviewer's position
    - Brief description of reason for selection
    - The final spreadsheet should be uploaded after the last letter is received and date entered.
  - Only complete fields in the table – do not add or delete columns.
- Sample Request Letter\_ Candidate Last Name
- Reviewer Name\_Letter\_ Candidate Last Name
- Reviewer Name CV\_ Candidate Last Name

## **2. Internal Reports, Recommendations (unredacted), Summaries (redacted), Responses and Secondary Appointment Concurrence**

These sections contain TP forms, committee summaries to candidate, proof the summaries were sent from the School to candidates, acknowledgements from candidates of receipt of committee summaries, Dean recommendations, APT recommendation, EVCAA/Chancellor letter, concurrence letter if faculty has adjunct appointment, and unit promotion and tenure guidelines. Largely, this section follows the [UW Tacoma AHR P & T deadline calendar](#). Please use the following document labeling conventions:

- TP#\_ Candidate Last Name (please combine TP form with report associated with it into one file i.e. combine TP4 form with TP4 summary by Dean)
- Subcommittee Summary to Candidate\_ Candidate Last Name
- School Communication to Candidate\_Subcommittee\_ Candidate Last name
- Candidate Response to Subcommittee\_ Candidate Last Name
- Voting Faculty Summary to Candidate\_ Candidate Last Name
- School Communication to Candidate\_Voting Faculty\_ Candidate Last name
- Candidate Response to Voting Faculty\_ Candidate Last Name
- And so on...

## **3. Case Data**

- Case data file sign off form submission.

**4. Academic Personnel and Faculty Review**

**5. Administrator Sign-Offs**