SIU Southern Illinois University
CARBONDALE

eDossier Naming Guide

In order to provide consistency and efficiency in working with eDossier files, we ask that candidates/departments use a common naming protocol for the PDF files that will be used to build the eDossier. All documents uploaded to D2L should be named according to this guide.

A. Format

1. If using the eDossier PDF templates, please note that all documents should be converted to PDF prior to merging with the templates.
   a. It is desirable, for ease of review, for PDF documents to be searchable. If the PDF documents were created directly from source documents (e.g., conversion of a Microsoft Word Document to PDF), the PDF file will automatically be text-searchable.
   b. If the PDFs were created from scans of hard-copy documents, we recommend that a text recognition function be applied so that the documents are text-searchable. Please note that this may not be applicable for supplemental materials that might be provided by the candidate (e.g., PDF scans of reprints of scholarly work).
2. If using the eDossier WORD templates, please save the final file as a PDF prior to uploading to D2L.
3. Please **do not** upload non-PDF files to D2L as part of the formal dossier sections (i.e., Sections I-VI). PDF files are viewable across platforms and devices, ensuring reviewers are able to access and view materials in the intended manner.

B. Document Nomenclature

Sections to be uploaded (**required**):
1. Each PDF file shall be labeled with the dossier section number, Item Name, and the Candidate's Last Name and First Initial.
2. Separate each component of the file name with an underscore ("_").
3. The *Promotion and Tenure Review* form's Item Name is **PTReview20XX** and has no dossier section number.
4. Supplemental Materials should use the Item Name **Supplemental** and no dossier section number.

C. Examples of Nomenclature

Sections to be uploaded (**required**):
1. Promotion and Tenure Review Form: **PTReview2016_SmithJ**
2. Candidate Information section file: **SectionI_CandidateInformation_SmithJ**
3. Dean's Letter of Recommendation: **SectionII_DeanRecommendation_SmithJ**
4. Evidence of Teaching subsection file: **SectionIV_EvidenceTeaching_SmithJ**
5. Evaluation of Teaching subsection file: **SectionIV_EvaluationTeaching_SmithJ**