

File Naming Conventions for Documentation Files

1. **Begin each filename with the year** so files will sort in reverse chronological order.
2. **Make sure there are no special characters in your file names, and no periods except the one before the file extension.**
3. Documents that repeat each year (e.g., student evals) should have the same file name with just the date changed.
4. Consolidate when possible – in other words, multiple documents that are all from the same semester should be scanned as a single document and given a name that reflects when and what (e.g., 2024-Fall-Student-Evals).
5. For your publications, use abbreviated titles that will help a reader find an article easily, based on the article title listed on the cv. “2020-AbbreviatedTitle” or “2022-AbbreviatedTitle-in-press” or “2022-AbbreviatedTitle-under-review”.
6. For service, try to follow a similar pattern: “2021-Fall-Strategic-Planning-Fundraising-Cmte,” “2020-21-Grade-Appeal-Cmte,” “2022-23-Action-Implementation-Cmte,” “2021-Reviewer-APM-CSWE,” “2019-NIMH-Summer-Inst”. The naming requires a bit more thought, but it is significantly easier for the people reading your portfolio to scan and find things.
7. **NEW: CVs must include your degree(s), the name(s) of the granting institution(s), and the year(s) awarded.** (Example: *Ph.D., Psychology, Lakeside University, 2021*
M.S., Public Health, Northern State University, 2016
B.A., Sociology, Western College, 2012)

Location in Template	Naming Convention	Comments
Top Level Folder		
Executive Summary	2025-ExecSum-INITIALS	
Curriculum Vitae	2025-cv-INITIALS	Must include Degrees(s), institution name(s), & year(s) awarded
Department Chair, Letter	2025-Chair-INITIALS	
<i>In these examples “YI” stands for “Your Initials”</i>		
Personnel Action Letters (prior years)		
You should have one file for each year of teaching at New York Tech.	YEAR-PAL-INITIALS e.g., 2021-PAL-YI, 2020-PAL-YI <i>(Faculty in year 2 who are applying for year 3 will only have letters from chair, dean, and provost.)</i>	All letters from a particular academic year should be scanned into a single pdf document for that year in the following order: - letter from VP - letter from Dean - letter from SPC - letter from DPC - letter from dep’t chair All the documents go into this folder.

Teaching Documentation		
Peer Evaluations	YEAR-Semester-PeerEval-INITIALS (e.g., 2021-Spring-PeerEval-YI)	
Student Evaluations	YEAR-Semester-StdEval-INITIALS (e.g., 2021-Fall-StdEval-YI)	
Additional Evidence	YEAR-Descriptive-Name	
Scholarship Documentation		
Peer-Reviewed Publications	YEAR-AbbreviatedTitle or YEAR-AbbreviatedTitle-submitted	
Conference Presentations	YEAR-ConferenceName-abstract YEAR-ConferenceName-program	
Poster Presentations	YEAR-ConferenceName	
Grants	YEAR-GrantingAgency-awarded or YEAR-GrantingAgency-submitted	
Honors and Awards	YEAR-AwardTitle	
Non-Peer-Reviewed Publications	YEAR-Publisher (e.g., 2021-NYTimes)	
Additional Evidence		
Service Documentation		
Departmental Service	YEAR-CommitteeName	
School Service	YEAR-CommitteeName	
Institutional Service	YEAR-CommitteeName	
Professional Community Service	YEAR-CommitteeName	
Community Service	YEAR-Function	
Additional Documentation		