



Naming Conventions for Files Stored in Working Personnel Action Files (WPAF) in Google Drive

The date should always be the first part of the file name and a consistent format should be used (e.g., Year-Month-Day). Examples of materials and their correct naming conventions are below:

Appointment, Promotion & Leave Documentation

Date, Candidate Last Name, Document Description

2020-4-1 Jones Appointment Letter

2019-12-4 Smith Sabbatical Leave Approval Letter

2022-6-1 Wilson Tenure & Promotion Letter

Evaluative Letters

Date, Last Name of Letter Writer, Document Description, Area(s) of Performance Addressed

2023-11-15 Rock Letter – Teaching

2024-1-15 Payper Letter – Scholarship, Service

2023-12-15 Sessor Student Letter – Teaching, Scholarship

Course Evaluations

Date, Semester, Year, Course, Course Name

2024-5-15 Spring 2024 SOC 104 Introduction to Sociology

2023-12-15 Fall 2023 ANTH 103 Biological Anthropology

RTP Reviewer Letters (Committees & Administrators)

Date, Evaluator, Description, Candidate Last Name

2023-3-24 Dean’s Periodic Evaluation Letter – Smith

2022-9-14 IUPC Recommendation Letter – Jones

Candidate Response Letters (Designees)

Date, Response to Evaluator, Description, Candidate Last Name

2021-3-26 Response to Dean’s Periodic Evaluation Letter – Smith

2022-9-18 Response to IUPC Recommendation Letter – Jones

Proper and consistent naming will enable the files to be sorted in chronological or reverse chronological order. **Please check** that all files are sorted correctly by toggling the sort order by clicking the “Reverse Sort Direction” arrow to the right of the “Name” header above the file name list.