

Guidelines for Naming and Formatting Documents

The titles you give your documents within the dossier and/or your WPAF packet are very important. Titles are visible to reviewers and should accurately describe the document. When the time comes to edit your electronic WPAF packet and organize your materials, having your documents named correctly will prove beneficial.

Details to Consider Before You Begin Uploading Documents

- For accepted file and document types, please visit: <http://product-help.interfolio.com/m/27438/l/645876-accepted-file-types-and-document-types>
- Individual image files (PNG, JPEG, JPG) are accepted but Interfolio recommends you collect images into a single word document or PDF and upload them as a single file.
- Interfolio automatically converts all files to PDF format for consistency.
- If you upload non-PDF files directly into Interfolio, we recommend previewing how your document looks after it is converted to PDF and checking the bookmarks that were created during the conversion. The best practice would be to convert non-PDF files to PDF before uploading them to Interfolio.
- File size limit is 100 MB
- Two documents can have the same name. Interfolio does not prevent you from uploading duplicate documents and does not change the name/add (1) to the end.
- Word documents with styles convert to PDFs with bookmarks and PDF bookmarks are visible to reviewers as they navigate through your documents. Merging multiple documents into one PDF and creating bookmarks that link to relevant sections, may help your WPAF read easier.
- When uploading documents to your dossier, you must select the “type” for each individual document at this time. The default “type” is uncategorized.

Document Naming Recommendations

- **Curriculum Vitae**
Suggested Format: Curriculum Vitae- Year
Example: Curriculum Vitae- 2017
- **Course Specific Documents and Teaching Materials**
Suggested Format: Subject-Catalog Number- Quarter(s) - Material Type
Example: KINE 320- Fall 2016- Syllabus, PSY 201- Fall 2016- Midterm, PHIL 430- Spring 2017- Final Exam
- **Professional Development Plan**
Suggested Format: Professional Development Plan – Year/Current or Previous
Example: Professional Development Plan- Current 2017, Professional Development Plan- Previous 2016
- **Grants**
Suggested Format: Grant- Internal/External- Role (co-PI or PI)- Source- Amount- Year- Funded/Proposal/Acceptance Letter
Example: Grant- External- PI- NSF- 3700- Funded- 2018
- **Scholarship**
Suggested Format: Scholarship Type- Beginning of Title- Journal/Journal Type - Status- Year
Example: Publication- Tiger on Slack Street- Peer-reviewed Published 2017

How does my document title and formatting affect the appearance of my electronic WPAF from the reviewer's view?

Below is a screenshot of what the reviewer sees when reading an electronic WPAF. Note the section name provided by your college (e.g., Index of Material, Resume, Professional Development Plan and Materials for Examination of Teaching, etc.) are always visible but the content within is collapsible and expandable from the reading view. When a section is expanded, the reviewer sees documents that were added to that section, in order that you submitted them, with the titles you provided at the time of upload. Once again, word documents with styles convert to PDFs with bookmarks and PDF bookmarks are visible by reviewers.

The screenshot displays a reviewer's view of an electronic WPAF. The interface is divided into a sidebar on the left and a main content area on the right.

Sidebar (Left):

- INDEX OF MATERIALS
- RESUME
- SUMMARY TABLE OF GRADES ASSIGNED
- SUMMARY TABLE OF STUDENT EVALUATION RESULTS
- PROFESSIONAL PLAN
- RESPONSE TO PREVIOUS EVALUATIONS
- MATERIALS FOR EXAMINATION OF TEACHING** (selected)

Main Content Area (Right):

The selected section, **MATERIALS FOR EXAMINATION OF TEACHING**, is expanded, showing a list of documents:

- KINE 100- Fall 2017- Syllabus
- KINE 100- Fall 2017- Coursework
- KINE 100- Fall 2017- Handouts
- KINE 100- Fall 2017- Student Examples
- KINE 100- Fall 2017- Midterm
- KINE 100- Fall 2017- Final
- KINE 250- Fall 2017

Below this list, the content of the selected document is displayed, showing a list of items with indentation:

- Syllabus
- Coursework
- Handouts
- Student Examples
- Midterm
- Final

Annotations:

- Red Arrow:** Points to the sidebar section names. Text: "Section names determined by your college and appear in all caps."
- Purple Arrow:** Points to the bold headings in the document content. Text: "Bold headings reflect the titles you gave your documents during upload."
- Green Arrow:** Points to the indentation of the document content. Text: "Indentations represent styles and/or bookmarks within a specific document."

If you upload separate documents, this is what your WPAF packet will look like for reviewers:

> INDEX OF MATERIALS

> RESUME

> SUMMARY TABLE OF GRADES ASSIGNED

> SUMMARY TABLE OF STUDENT EVALUATION RESULTS

> PROFESSIONAL PLAN

> RESPONSE TO PREVIOUS EVALUATIONS

> MATERIALS FOR EXAMINATION OF TEACHING

KINE 250- Fall 2017- Syllabus

KINE 250- Fall 2017- Coursework

KINE 250- Fall 2017- Handouts

KINE 250- Fall 2017- Student Examples

KINE 250- Fall 2017- Midterm

KINE 250- Fall 2017- Final

> OTHER

KINE 250 Syllabus

[Semester and Year]

Instructor Information

Instructor

[Instructor Name]

Email

[Email address]

General Information

Description

To replace the placeholder text on this page, j

Expectations and Goals

But don't replace the placeholder text just yet!
You might be amazed at how easy it is.

Course Materials

Required Materials

Need a heading? On the Home tab, in the Styl

• Notice other styles in that gallery as well, sur

• For best results when selecting text to copy & selection.

Optional Materials

Want to add more tables to your document tha follow? Nothing could be easier. On the Insert custom formatting you want from the Table To

Required Text

[Item Name] [Media Type], [Author Name]

[Item Name] [Media Type], [Author Name]

Course Schedule

Week

Topic

If you upload a bookmarked PDF, this is what your WPAF packet will look like for reviewers:

> INDEX OF MATERIALS

> RESUME

> SUMMARY TABLE OF GRADES ASSIGNED

> SUMMARY TABLE OF STUDENT EVALUATION RESULTS

> STATEMENT OF TEACHING PHILOSOPHY AND APPROACH

> CASE FOR PROMOTION AND TENURE

> PROFESSIONAL PLAN

> RESPONSE TO PREVIOUS EVALUATIONS

> MATERIALS FOR EXAMINATION OF TEACHING

KINE 250- Fall 2017

Syllabus

Coursework

Handouts

Student Examples

Midterm

Final

> MATERIALS FOR EXAMINATION OF SCHOLARSHIP

> MATERIALS FOR EXAMINATION OF SERVICE/UNIVERSITY CITIZENSHIP

> OTHER

KINE 250 Syllabus

[Semester and Year]

Instructor Information

Instructor

[Instructor Name]

Email

[Email address]

General Information

Description

To replace the placeholder text on this page, just

Expectations and Goals

But don't replace the placeholder text just yet!

You might be amazed at how easy it is.

Course Materials

Required Materials

Need a heading? On the Home tab, in the Styles

- Notice other styles in that gallery as well, such as
- For best results when selecting text to copy and paste, use the selection.

Optional Materials

Want to add more tables to your document that follow? Nothing could be easier. On the Insert tab, choose the custom formatting you want from the Table Tools gallery.

Required Text

[Item Name] [Media Type], [Author Name]

[Item Name] [Media Type], [Author Name]

Course Schedule

Week

Topic