



## Tennessee State University Faculty Portfolio Naming Guide

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

### A. Format

1. All documents (Microsoft Word, PowerPoint and/or Excel documents or scans of hard-copy documents) should be converted to PDF prior to uploading into eLearn. PDF files are viewable across platforms and devices, ensuring reviewers are able to access and view materials in the intended manner.
2. Since this is an electronic portfolio, you are allowed to add links to relevant webpages, and upload video or audio files in addition to the PDF files. The most common file types that can be uploaded include:
  - a. Images (JPEG, GIF or PNG)
  - b. Audio (MP3)
  - c. Video (MOV, AVI, WMV, MP4)

### B. Document Nomenclature

1. Each file shall be labeled with the portfolio 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 *Tenure and/or Promotion Recommendation* form's **Item Name** is **TPRecommendation20XX**.
4. Supplemental Materials should use the **Item Name Supplemental** and no portfolio section number.

### C. Examples of Nomenclature

1. Introduction section file: **Section 1\_TPRecommendation2018\_SmithJ**
2. Department Chair Evaluation: **Section3\_DepartmentChairEval2017\_SmithJ**
3. Evidence of Teaching: **Section4\_EvidenceTeaching\_SmithJ**
4. Evaluation of Teaching: **Section4\_EvaluationTeaching\_SmithJ**