

**Initial Tenure**  
*Format for Electronic Submission*

Candidates for initial tenure are **required to use the naming convention below** for documents that are submitted for application for tenure. Documents are due on August 15 unless it falls on a weekend, in which case they are due at 9:00 a.m. on the Monday after. Academic Affairs provides you with a personal Google link for you to upload your materials to. **Submit all documents in PDF format.** These document titles match the list of required documents listed on the Initial Tenure Portfolio Requirements.

EXAMPLE: For the examples below, Brian Smith is the candidate for initial tenure.

- A Self-Assessment (not to exceed 3,000 words)
  - LASTNAME\_FIRSTINITIAL\_SelfAssess\_MonthYear
    - SMITH\_B\_SelfAssess\_Aug2019
- Supporting Documents:
  - LASTNAME\_FIRSTINITIAL\_SuppDoc\_(document identifier, see examples below)\_MonthYear
    - SMITH\_B\_SuppDoc\_Teaching\_ListCourses\_Aug2019
    - SMITH\_B\_SuppDoc\_Teaching\_COM110N Syllabus\_Aug2019
    - SMITH\_B\_SuppDoc\_Teaching\_COM110N Finals and Tests\_Aug2019
    - SMITH\_B\_SuppDoc\_Teaching\_Innov-Contrib\_Aug2019
    - SMITH\_B\_SuppDoc\_Non-Instructional Assignments\_Aug2019 (If applicable.)
    - SMITH\_B\_SuppDoc\_Scholarship\_ScholarByGroup\_Aug2019
    - SMITH\_B\_SuppDoc\_Scholarship\_Example1\_Aug2019
    - SMITH\_B\_SuppDoc\_Scholarship\_Example2\_Aug2019
    - SMITH\_B\_SuppDoc\_Service\_Aug2019
- A Curriculum Vitae:
  - LASTNAME\_FIRSTINITIAL\_CV\_MonthYear
    - SMITH\_B\_CV\_Aug2019
- A Five Year Growth Plan (not to exceed 750 words):
  - LASTNAME\_FIRSTINITIAL\_5yrPlan\_MonthYear
    - SMITH\_B\_5yrPlan\_Aug2019
- A Faith Integration Essay (3,000-3,500 words):
  - LASTNAME\_FIRSTINITIAL\_FaithInt\_MonthYear
    - SMITH\_B\_FaithInt\_Aug2019