Tenure Renewal
Format for Electronic Submission

Candidates for tenure renewal are **required to use the naming convention below** for documents that are submitted for application for tenure renewal. <u>Documents are due on August 15 unless it falls on a weekend, in which case they are due at 9:00 a.m</u>. 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 Instructions for Tenure Renewal Materials.

EXAMPLE: For the examples below, Frank Smith is the candidate for tenure renewal.

- A Self-Assessment (not to exceed more than 1,250 words)
  - LASTNAME_FIRSTINITIAL_SelfAssess_ MonthYear
    - SMITH_F_SelfAssess_Aug2019
- A Curriculum Vitae:
  - LASTNAME_FIRSTINITIAL_CV_ MonthYear
    - SMITH_F_CV_ Aug2019
- A Seven Year Growth Plan (not to exceed more than 750 words)
  - LASTNAME_FIRSTINITIAL_7yrPlan_ MonthYear
    - SMITH_F_7yrPlan_ Aug2019