



• Electronic Dossier Introduction •

Creating, Organizing, and Formatting



Tips for Getting Started



Use Google Drive and Apps



Drive

Organize files in folders and subfolders



Docs

Compose your narrative, use built in formatting



Sheets

Display data and create charts



Forms

Collect info and data

Convert Non-Digital Files

Digitize everything and
upload to Google Drive

Scan

Printed copies

GDrive

Folder Naming Conventions

Folders	Use Naming Convention
Main Created by UHCC	Contract Renewal Application 9999 Tenure and Promotion Application 9999
Subfolder Example #1 (no sections) Consider using the same structure as your electronic dossier structure.	<ul style="list-style-type: none">• Summary of Accomplishments or Statement of Endeavors• Appendix• Letters of Support
Subfolder Example #2 (by sections) Consider using the same structure as your electronic dossier structure	<ul style="list-style-type: none">• Introduction• Philosophy• Perception of Students• etc...

File Naming Conventions

Files	Use Naming Convention
Summary of Accomplishments	SummaryOfAccomplishments
Letters of Support File type indicator, last name, first name	<ul style="list-style-type: none">● LoS_AlohaLei● LoS_SmithJean
Appendix Items Number, file name Note: adding a number allows you to order the files and foregoes the default for Google to order files alphabetically.	<ul style="list-style-type: none">● 01_Jones_JobDescription.pdf● 02_Zoom_Quickstart_Guide● 03_Laulima_Faculty_Workshops● 04_2019_CES_Evals



All the Best!