

# • Electronic Dossier Introduction •

Creating, Organizing, and Formatting



## 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









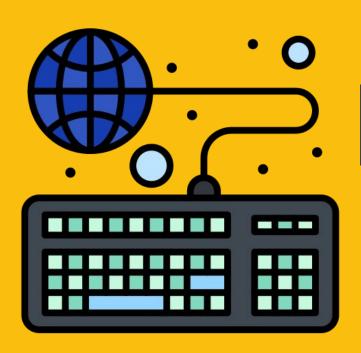




Folders	Use Naming Convention
Main Created by UHCC	Contract Renewal Application 9999 Tenure and Promotion Application 9999
Subfolder Example #1 (no sections) Consider using the same structure as your electronic dossier structure.	<ul> <li>Summary of Accomplishments or Statement of Endeavors</li> <li>Appendix</li> <li>Letters of Support</li> </ul>
Subfolder Example #2 (by sections) Consider using the same structure as your electronic dossier structure	<ul> <li>Introduction</li> <li>Philosophy</li> <li>Perception of Students</li> <li>etc</li> </ul>



Files	Use Naming Convention
Summary of Accomplishments	SummaryOfAccomplishments
<b>Letters of Support</b> File type indicator, last name, first name	<ul><li>LoS_AlohaLei</li><li>LoS_SmithJean</li></ul>
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> <li>O1_Jones_JobDescription.pdf</li> <li>O2_Zoom_Quickstart_Guide</li> <li>O3_Laulima_Faculty_Workshops</li> <li>O4_2019_CES_Evals</li> </ul>



All the Best!