

Please delete this file after reading. Do not upload this file with your dossier.

Please follow the naming convention and folder structure below in order to organize your files in alphanumeric order. You have the liberty to use abbreviations, caps, space, dashes, or underscore. Use your best judgment.

For faculty with Colleges and Departments that use electronic evaluations, please see the [section](#) in blue.

Separate your documents into folders per academic year to help organize your files. Do not group them by course number.



2019-20AY (Example)

- | | |
|----------------------------------|---|
| • 2019 Fall CourseNo-SectionNo | Real Example: 2019 Fall Math 115-01 |
| • 2019 Fall CourseNo-SectionNo | Real Example: 2019 Fall Math 115-02 |
| • 2019 Fall CourseNo-SectionNo | Real Example: 2019 Fall Math 117-01 |
| • 2019 Fall StatSumReport | Real Example: 2019 Fall StatSumReport * |
| • 2020 Spring CourseNo-SectionNo | |
| • 2020 Spring CourseNo-SectionNo | |
| • 2020 Spring StatSumReport | |
| • 2020 Summer CourseNo-SectionNo | |
| • 2020 Summer StatSumReport | |

* Statistical Summary report PDF has all the statistical summary taught in the semester.

For faculty who use the electronic course evaluations that combines the student evaluations with the statistical report, please use the same naming convention used for course evaluations. **You do not need to extract the statistical summary to create a separate PDF.**

Year Semester CourseNo-SectionNo	Real Example: 2019 Fall Hist 6370-02
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2020-21AY

- 2020 Fall CourseNo-SectionNo
- 2020 Fall CourseNo-SectionNo
- 2020 Fall StatSumReport
- 2020 Spring CourseNo-SectionNo
- 2020 Spring CourseNo-SectionNo
- 2021 Spring StatSumReport
- 2021 Summer CourseNo-SectionNo
- 2021 Summer StatSumReport