**Naming Conventions and Uploading Files – eWPAF (Interfolio)**

1. All files convert to PDF format upon upload.
2. All files uploaded into Interfolio must use basic naming conventions designed to assist reviewers with identifying the file.
3. Student Ratings and Peer Evaluations provided by the college/library will use the following naming conventions (see examples). Please do not alter.

SRI\_LASTNAME\_2015-2019

PEER\_LASTNAME\_2015-2019

1. Files that you upload will begin with your initials. These will remain in your file only, so please be consistent. You will follow with the semester of the initial inclusion. For items in Categories Teaching, Scholarship, and Service, please follow with the appropriate designation. The final item will describe the file.

LASTNAME\_YEAR\_CV

**Examples:**

SMITH\_2019\_CV

SMITH\_2019\_Teaching\_Narrative

SMITH\_2019\_Teaching\_Syllabus1

SMITH\_2019\_Teaching\_Exam1

SMITH\_2019\_Scholarship\_Publication1

SMITH\_2019\_Service\_CommitteeLetter