

Using Box

# RTP Organization Tips

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# Departments differ!

- Be sure to check in with your Department Chair or Unit Committee about preferences.
- Consider having someone on your Unit Committee look at your file's organization before submitting it.

# Make a Master Index

- This helps your Committee navigate your file.
- Include all the items housed in your file.
- Make sure items appear in Box in the same order as on your Master Index. (Sort by name.)
- Use numbering and Roman numerals to get them to appear in Box in the right order. (Examples to follow)

# Label Folders and Documents

- Ensure your documents and folders are titled the same as they are on your Master Index.
- This means you will need to rename documents from how you store them on your computer.
- Example: this is how SOCI are labeled when they are sent to me:  
**Fall\_2020-THTR\_3050-01\_Directing\_(81042)**
  - A reviewer would have to open the file in order to know it contains SOCI
  - Rename: **SOCI Fall 2020-THTR 3050** (if that is how I list them on my Master Index.) Note, I start the label with SOCI so they are easier to identify.
- Or if your document is named **Syllabus**, rename it with the course name: **Syllabus ENGL 4020**

# Avoid Excessive Nesting of Files

- Nested folders makes it time consuming to access documents and annoys your reviewers!
- Organization that made sense with paper files/binders where you could flip back and forth, no longer makes sense.
- Example of excessive nesting.....

- Box File
  - Documentation (folder)
    - Teaching (subfolder)
      - Fall 2020 (subfolder)
        - Spanish 4050 (subfolder)
          - Section 1 (subfolder)
            - Course Materials (subfolder)
              - Syllabi (subfolder)
                - SYLLABUS!!!...we finally get there after seven steps!!

Seems organized, but really time-consuming to move from file to file.

# Better (just two steps):

- Box
  - Teaching (folder)
    - Spanish 4050 (subfolder)
      - Syllabus Fall 2020
      - SOCI Fall 2020-Spanish 4050 section 1....etc.

We get to the documents immediately! Once we are in the course folder, in most cases no subfolders are needed. Have all the documents organized logically and labeled clearly.

# Remember, Departments differ!

- If your department wants to look at your courses grouped semester by semester, this will require more folders.
- Check with them about their preference!




# Front Matter

- Master Index
- Access Sheet
- Log Sheet
- Background Info
- Current Departmental/Program RTP Criteria
- Current CV
- Personal Statement
- (Check if your department wants you to include all your past personal statements)
- Current RTP Evaluations
- Past RTP Evaluations
- Course Assignments Sheet
- Misc. (other items your program might require)

# Front Matter

- Don't need to create a folder just for front matter unless your department requests it; let us see your front matter when we open your Box file.
- Number the Front Matter items so they appear in the order you want (and to match your Master Index)

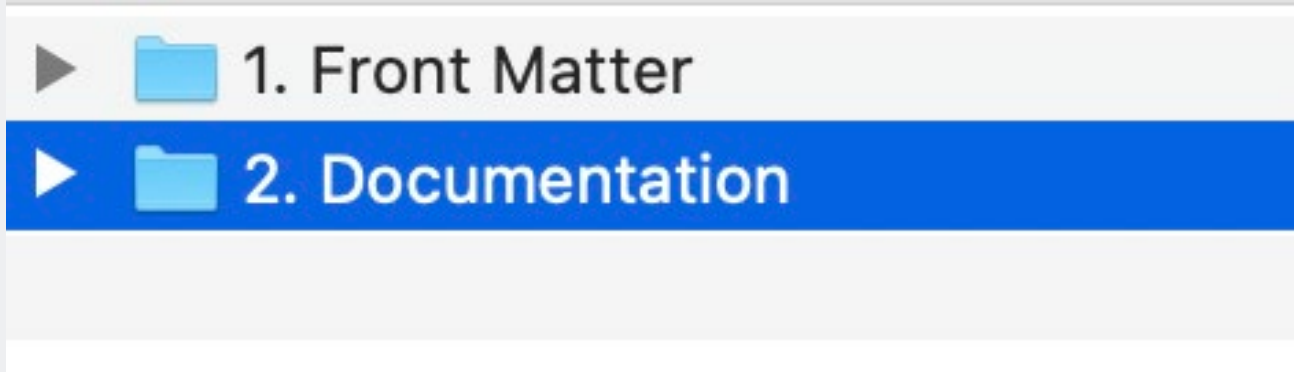
Front Matter items numbered to keep them in order.

	1 Master Index 2021	<
	2 Access-Sheet-Fillable	<
	3 Log-Sheet-Fillable	<
	4 Background-Info-Professor Runner	<
	5 RTP Criteria	<
	6 Curriculum Vita	<
	7 Course Assignments	<
	8 Personal Statement 2021	<
	9 Past Personal Statements	<
	10 Current RTP Evaluations- Place here	<
	11 Past RTP Evaluations	<

# Documentation

- Teaching Effectiveness
  - Creative & Scholarly Activity
  - Professionally-Related Service
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- You can create a folder labeled “Documentation” to house these three folders...or...you can eliminate one step of nesting and just see items when you open Box.
    - Use Roman numerals to separate these folders from the Front Matter.
    - Use capital letters add to make them distinct.

# Option A: Open Box file and see this



# Option B: Open Box file and see this

- 1 Master Index 2021
- 2 Access-Sheet-Fillable
- 3 Log-Sheet-Fillable
- 4 Background-Info-Professor Runner
- 5 RTP Criteria
- 6 Curriculum Vita
- 7 Course Assigments
- 8 Personal Statement 2021
- ▶ 9 Past Personal Statements
- ▶ 10 Current RTP Evaluations- Place here
- ▶ 11 Past RTP Evaluations
- ▶ I TEACHING EFFECTIVENESS
- ▶ II SCHOLARLY & CREATIVE ACTIVITY
- ▶ III PROFESSIONALLY-RELATED SERVICE

# TEACHING EFFECTIVENESS

- Syllabi, Quizzes/Tests/Exams, Course Materials, Graded Materials (student names removed)
- Classroom Observations
- SOCI
- Other items required by your department, follow your RTP criteria & the Univ. Handbook
- If you have a large volume of materials, consider scanning some into single documents (for example, if you have multiple tests or course handouts, you could scan them together.) Just be sure to label files clearly so we know what is in them. You can also use hyperlinks on a long document so we can get to each item quickly.

# TEACHING EFFECTIVENESS

- Ask your department how they prefer you to present your teaching:
  - One folder for each course? This is the most streamlined option.
  - A folder for each semester, with courses taught contained within?
  - A folder for each year (if you are presenting more than one year) Note: the Unit Committee only reviews materials since the last review.
- SOCs and classroom observations can be in the same folders as the courses they pertain to.
  - Or, if your department prefers, separated out into their own folders.



# TEACHING EFFECTIVENESS

- If you have just one folder per course, label your SOCI by semester and section, and other materials that are unique to a particular semester or section.
- If your syllabus changed from semester to semester (other than dates), you would include each version, but your department may want a syllabus for every section.
- Check with your Department Chair if your Unit Committee has a preference.

# SCHOLARLY & CREATIVE ACTIVITY

- Unless you have a large volume of documents, avoid using a lot of subfolders, unless directed to do so by your department.
- Be sure to use your personal statement to explain and provide context for items you include.

# PROFESSIONALLY~RELATED SERVICE

- Use folders depending on the volume of material.
  - If your RTP criteria designates different areas of service, use a folder for each:
    - Campus Service
    - Community Service
    - Professional Service (Professional Organization)
- Be sure to use your personal statement to explain and provide context for items you include.

# Major Tips

- Have items in your file appear in the **right order**, matching your Master Index. (use numbers, letters, Roman numerals...sort by name)
- Take the time to **clearly label** your documents, to match your Master Index.
- **Avoid excessive nesting** of folders.
- **Check with your department** for their preferences.