

## KNOX FOLDERS

**AS A REVIEWER OR SUPPORT PERSON THIS IS WHAT YOU WILL SEE IN THE  
KNOX FOLDER AS A READ ONLY PERMISSION  
(If you have edit permission you will see a folder icon view.)**

At each level of review you will be sent a link to a Knox folder that will look like this:

Department Review Committee Level:

<https://knox.montana.edu/ptknox/PTKnox-AG/PTKnox-Ag-PSPP>

Department Head Level:

<https://knox.montana.edu/ptknox/PTKnox-AG/PTKnox-Ag-PSPP>

College Review Committee Level:

<https://knox.montana.edu/ptknox/PTKnox-AG>

Dean Review Level:

<https://knox.montana.edu/ptknox/PTKnox-AG>

University P&T Committee Level:

<https://knox.montana.edu/PTKNOX>

**\*\*\*\*See Next 2 Pages for Folder Structure\*\*\*\***



## Sample Candidate Folder Structure:

### 01ReviewDocuments

- 1aDeptCommLtr (optional: put candidate's name in file name - 1aDeptCommLtrSmithJ)
- 1bDeptHeadLtr
- 1cCollegeCommLtr
- 1dDeanLtr
- 1eUPTCltr
- 1fProvostLtr
- 1gPresidentLtr

### 02ExternalReviews

- 2aReviewerList
- 2bReviewerLastNameMiddleInitial (2bJohnsonL)
- 2c *Same naming convention for all reviewers.*
- 2d “
- 2e “

### 03InDepthAssessments

- 3aAbbreviatedTitle or description of what the file contains
- 3b “

### 04InternalReviews

- 4aReviewerLastNameMiddleInitial (4aPetersonH)
- 4b “
- 4c “

### 05AssignmentPerformance (Folder)

- (Files) 5aHireLetter
- 5bPositionDescription
- 5cAnnualEval2009
- 5dAnnualEval2008

### 06CurriculumVitae (Folder)

- 6aCurriculumVitae

### 07PersonalStatement (Folder)

- 7aPersonalStatement

### 08Teaching (Folder)

- 8aSummaryCourseEvals
- 8bTeachingStatement
- 8cAwards
- 8dSampleSyllabus

### 09ResearchCreativeActivity (Folder)

- 9aPublicationsList
- 9bStatement
- 9cJournalArticle1
- 9dJournalArticle2
- 9eJournalArticle3
- 9fBookChaper

10Service (Folder)

10aCommitteeList

10bPublicPresentations

11ProfessionalDevelopment (if applicable) (Folder)

12Appendix (list of materials if applicable) (Folder)

12aAppendixList

CoverSheetSmithJ (This is a file so it will be below the folders.)

VoteTallySheetSmithJ (This is a file so it will be below the folders.)

RoleScopeDoc\_DeptName (This is a file so it will be below folders.)