eFACULTY QUICKTIP: EASY INDEX MAKER

This QuickTip provides a hack to make an Index for the materials you submitted for evaluation. Follow the practical step-by-step instructions below for rapidly creating the required file. An example of an index is on the last page of this QuickTip.

Purpose

Provision 11.7 of the CSU-CFA Collective Bargaining Agreement states that, An index of [materials submitted for evaluation] shall be prepared by the faculty unit employee and submitted with the materials. Such an index shall be permanently placed in the Personnel Action File.

Note: The procedure described herein is possible only after the case--in the RPT application--has been released to you by staff.

What does an index look like?

INDEX: Organized by Activities Tabs

Use a consistent file naming system to model that.

Item Name and/or Description	File Name					
Additional Courses and Student Evaluations						
SOTE Report Fall 2020, DSGD 176A	Fall_2020_DSGD_176A_01.pdf					
Direct Observations of Teaching						
Direct Observation Spring 2024 by Phillips	PeerEval-Phillips-DSGD63-Spring2024					
Committee Service to University Divisions						
Descriptive Letters, Committees Fall 2018 - Present	Service-CommitteeLetters-since2018					
Student Supervision						
Theses Supervised, Cover Pages Fall 2018 - Present	Service-ThesisSupervisor-since2018					
Products of Undergraduate Supervision Classes Fall 2018 - Present	Service-UndergradProjectsSupervised-since2018					
Research, Scholarship, and Creative Activity (RSCA)						
Design Competition T-Shirt, Award Winning (URL)	RSCA-DesignCompetitionWinner-ExternalLink					
Award for Design Competition at CafePress	RSCA-DesignCompetitionAward					
Chapter 2: Stealthy T-Shirts Using Electromagnetic Scattering	Publication-Chapter-StealthyTShirts-2018					
Journal Article: Design Elements of Apps Display in Google	Publication-JournalArticle-AppDesignElements- 2019					

Steps to Make an Index

- 1. Open a Google Doc (<u>docs.new</u>) or any word processor to begin your Index.
 - Type and center INDEX at the top of the blank document.
 - Select the "return" key and leave this document open.
- 2. Open your efaculty packet's preview--the reviewer's perspective (step "B" in this <u>QuickTip</u>).
- 3. In the preview, expand all Activities areas by clicking the carets. Each caret will turn downward, revealing its files' names in blue.

✓ FACULTY180 VITAE		 Attachments from Periodic Evaluation of Probationary Faculty - Mini Review
Periodic Evaluation of Probationary Faculty - Mini Review		✔ Additional Courses and Student Evaluations
 Attachments from Periodic Evaluation of Probationary Faculty - Mini Review 		Student_Course_Evaluation_Form.pdf Direct Observations of Teaching Sample-Letter-of-Recommendation-for-Customer-
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> Research, Scholarship, and Creative Activity (RSCA)		 Research, Scholarship, and Creative Activity (RSCA) https://store.mcsweeneys.net/t/categories/books
		The "About Us" Page of Every Digital Media Agency - McSweeney's Internet Tendency.pdf
		Application of Electromagnetic Scattering methods.pdf
		using google apps.pdf

4. Move your mouse cursor slightly left of the text so it becomes an arrow, not a hand.

Arrow	Hand	
Packet Annotations	✓ FACULTY180 VI	
✓ FACULTY180 VITAE		
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Faculty - Mini Review	✓ Attachments from	
✓ Additional Courses and Student Evaluations	Faculty - Mini R	

5. Highlight the outline of Activities with your mouse by left-clicking and dragging down to the bottom of the list.

Copy the list, such as by pressing these hot keys together:

- Windows: Ctrl + C, \Re +C
- Mac: Cmd + C or $\mathbb{H}+C$

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- 6. With the clipboard loaded,
 - Open any spreadsheet (<u>sheets.new</u>) and select a cell in the first row (below: **A**).
 - Select the paste command—Windows: Ctrl + V; Mac: Cmd + V or ℜ + V—to drop the copied text into the spreadsheet, giving it a table format (below: B).
 - Select and copy the text-filled column in the sheet, and optionally, you may select and copy a blank column alongside it (below: **C**). The computer's clipboard now has a table copied to it.

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- 7. Return to the Doc with INDEX at the top.
 - Select a line below INDEX and paste—Windows: Ctrl + V; Mac; Cmd + V or \Re + V—the clipboard contents there.
 - If using a Google Doc, choose "Paste Unlinked" in the paste options box appears
 - The spreadsheet that was created to make a table is no longer needed.
- 8. Create headers for 2 columns.
 - The first shall be, "Item Name and/or Description"
 - The second header, above your files' names, shall be, "File Name."
- 9. In each row of the first column, "Item Name and/or Description," enter the name and/or a brief description of the contents so that reviewers may understand what is in each file or URL in the "File Name" column. You may format the Index as you prefer.
- 10. Your index is complete.