**PLANNERS – Folder Summary**

1. **Analysis** (folder)
   1. **Data Frame Analysis** (folder) – Contains summary data for each data frame (individuals, programs and publications) from planners 2018 excel database
   2. **Old Versions** (folder) – Contains R files used for data cleaning and creation of new variables to further the analysis
   3. **Analysis Data frame** (R & pdf) – Creates a csv with basic data required to calculate the tenure dates. The name of the csv created is Planners Analysis Table.csv.
   4. **CVs** (R) – Counts the missing values for the CV URL column
   5. **Estimating Tenure and Other Qs** (PDF) – Analysis (Summary stats, frequency counts) for all the new variables created for calculating no. of years in a rank and tenure year
   6. **Planner Analysis Table** (csv) – Contains columns (Author ID, Publication count, Year of tenure, author rank and program ID). This csv is used in
   7. **Planner Analysis** (doc) – Summarizes the procedures for preliminary analysis of the data present in this folder
   8. **Rankings** (R) – Cleans the Rank column data from the individuals.csv file in terms of rank name overlaps and creating a standard rank list with clear and fixed rank titles
2. **CV** (folder) – Contains pdfs of all the CVs available for the analysis
3. **Tenure Guidelines** (folder) – Contains tenure guideline files for different universities
4. **Zotero Zips** (folder) – ??need to understand??
   1. Ostrom (folder)
   2. OstromRIS (folder)
   3. PublicationsRIS (folder)
   4. Publication Zotero Zip (folder)
   5. JEZotero.Zip
5. **Planners 2018** (excel) – Master sheet with multiple excel sheets summarizing data on faculties, programs, publications and notes explaining columns present in the first 3 sheets
6. **Procedures for importing citations** (doc)
7. **Procedures for exporting data** (doc)