

PAF Guidelines

CBA Article 11

The official Personnel Action File (PAF) contains documentation pertaining to employment, reappointment, tenure, promotion, and the evaluation of faculty performance in accordance with the Unit 3 CBA. Files for all Unit 3 faculty including full and part-time faculty members, probationary, and tenured faculty are located in the college office with the College Dean as the custodian of these files.

Documents to be included in the PAF:

PAF Section:

1-Appointment Documents

Document Examples:

Academic Appointment Forms (AAF) and Academic Change Forms (ACF)
Emerita/Emeritus Paperwork
Leave of Absence / Sabbatical Paperwork
Mandatory Reporter Statements
Vacancy Announcements
Special Consultant Paperwork
Offer Letters
RTP Standards Affirmation
New Employee Acknowledgement (part of EAR packet, may be included in older PAFs)

2-Vitae

Outside Employment Forms
Nepotism Agreements
CV (Keep original and latest version)
Application (CHRS Recruiting application form)
Transcripts
Letters of Recommendation
Cover Letter
List of classes

3-Current Reports

Relevant memos for current review year
Peer Observations for current review year
Prior level reviews for current review year
Rebuttals for current review year

4-Previous Reports

Reports from all levels of review in previous years
Peer Observations from previous years
Rebuttals from previous years
Letters from previous years (peer letters, thank you letters, etc.)

5-SETs (Now called SFOTs)

All relevant SET summary packets

6-Correspondence

Letters of Reprimands

(A new recommended section!)

Letters of Counseling; Investigation Findings; Notice of Pending Discipline
Rebuttals to Letters of Reprimand
Outstanding Faculty Award letters
Retention / T&P Provost Letters (used to be in Appointment section)
Committee Appointment Letters

Documents that should not be included in the PAF:

Document Category:

Medical Records

Document Examples:

ADA Accommodation Decision Letters

Medical Records

FMLA Notices

Medical Records

Vaccination Exemption Requests or Approvals

Non-evaluative document

Paper Absence Reports

Non-evaluative document

Student Thank-you letters (these should be included in the Dossier)

Non-evaluative document

Student complaints (only official letter of reprimands are included)

Non-evaluative document

Conflict of Interest forms (Form 700)

Non-evaluative document

Faculty AWTU Requests (Held in separate file by semester)

Recruitment Information

Pre-employment materials (Interview notes, etc. Only employment application goes in PAF)

Legal documents

Settlement Agreements

Updated 9-12-22