

# Electronic PAF Year-End File Cleaning

## Tenure Track Faculty

- **Personal Data/Vita:** Keep most current and the oldest (oldest-hopefully being the vita submitted upon applying for the position). Delete all other stuff.
- **Peer Evaluations (aka Classroom Evaluations):** Leave all.
- **Misc/Correspondence (e.g. letters of support):** Leave all.
- **RTP Reports:** Leave all RTP reports, rebuttals, and letters (from Provost, etc.) in file.
- **SETS:** keep all until tenure and promotion are awarded. Delete all after tenure and promotion awarded. Keep SETs provided after dossier turn-in date. (FPPP 8.1.4.g.1)

## Tenured Faculty

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- **Peer Evaluations (aka Classroom Evaluations):** Leave all.
- **Misc/Correspondence (e.g. letters of support):** Leave all.
- **RTP Reports:** Leave all RTP reports, rebuttals, and letters (from Provost, etc.) in file.
- **Faculty Activity Reports and Personal Professional Data Sheets (FAR/PDS) –** Leave all.
- **SETS:**
  - **Professor rank:** Keep 5 years in file, delete the rest. (FPPP 8.1.4.g)
  - **Assoc Professor rank:** SET results shall be removed/deleted from faculty files after promotion or appointment at a higher rank. Keep SETs provided after the dossier turn-in date of the academic year of promotion evaluation.

## Temporary Faculty

Archive all non-working PAF files current PAF folders, indicating file destroy date per [CSU Academic Records Retention Schedule](#) (3 years after separation from CSU for a resignation, retirement, non-retention or end of temporary employment, 5 years for disability retirement, AWOL, layoff, resignation with fault, or involuntary termination/dismissal). For current temp faculty follow the file cleaning instructions below.

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- **Peer Evaluations (aka Classroom Evaluations):** Leave all
- **RTP Reports:** Leave all RTP reports, rebuttals, and letters (from Provost, etc.) in file
- **SETS:** keep 5 years, then delete the rest (if faculty going to t/t position, keep all)

## PT faculty hired into Tenure Track Position

- **Current or Old Docs –** Leave anything related to the tenure track position, plus any items that might be included in service credit year(s)
- **Appointment docs –** leave all, from beginning appt on campus to current

- **Peer Evaluations (aka Classroom Evaluations): PT to TT:** Not considered a promotion – Leave ALL
- **SETs** – keep files only within the period of review, delete the rest. If service credit is given, be sure to include those years.

**Sabbatical Info in PAF**

- Leave Requests go in Sabbatical File (for each year)
- Written Report of Sabbatical Activities filed upon return of Sabbatical goes in PAF (typically attached to ACF form).