

APM 323

(Policy on Faculty Personnel Files)

- The recommended changes are as follows:
- Change the name from Open Personnel File (OPF) to Personnel Action File (PAF). The CBA and all other 22 CSU campuses use Personnel Action File.
- Change the custodian of the PAF to the deans from the Provost. This reflects current practice.
- Change the name from Retention, Tenure and Promotion File to Working Personnel Action File (WPAF) which aligns with wording in the CBA.
- Make it clear that there is only one PAF for each faculty member (including part-time lecturers) and the appropriate dean is the custodian. This aligns practice with the CBA.
- Change the heading Correspondence/Working Files to Private Files, and make it clear that these files do not contain any material located in the PAF, and cannot be used for personnel recommendation or action. Departments maintain an application pool file for part-time lecturers. This aligns practice with the CBA.