

PERSONNEL ACTION FILE (PAF)
Request for Copy
(Upon Separation from San Diego State University)

Upon separation from the University (retirement, resignation, termination, or ending FERP) a faculty member may obtain a copy of his or her Personnel Action File. The original PAF will be destroyed five (5) years after the separation date.

Complete this form and send via email or campus mail to the address listed below to obtain a copy of your PAF.

A copy of the PAF will be available for pick up at your home department (for Lecturers/Temporary Faculty) or the Office of Faculty Advancement (for Tenured/Tenure-Track Faculty) **for only (14) fourteen days from the date you are notified that the copy is available for pick up.**

Last Name, First Name, MI _____	
Department/School: _____	
Employee Red ID #: _____	Date: _____
Email Address: _____	Phone: _____
I hereby request a copy of my official Personnel Action File.	
Signature: _____	

Tenured/Tenure-Track Faculty

Send completed form to:

Office of Faculty Advancement
San Diego State University
5500 Campanile Drive, MH 3310
San Diego, CA 92182-8010

OR

Office Location: Manchester Hall 3310
Telephone: (619) 594-6111
Fax: (619) 594-2254
Office hours: Monday-Friday, 8:00 am - 4:30pm
facultyaffairs@mail.sdsu.edu

Lecturers / Temporary Faculty

Send completed form to your home department/school

For Departmental/School Use only:

Staff completing request: _____

Date: ____/____/____