

Interim PAF (iPAF) for Temporary Faculty

In connection with COVID-19-related campus access modifications and continuing telework at SDSU, faculty and academic unit staff have requested an interim solution for storing and consulting documents related to the appointments and evaluations of temporary faculty. Under the contract, all such materials are to be stored in a designated “Personnel Action File.” Currently, these files are located on campus in school and department offices; chairs and directors act as their custodians, and academic unit staff assist with maintenance and administration. The contract requires that the PAF is consulted in connection with any faculty-related personnel action, including appointment, reappointment, or change in appointment or assignment.

To facilitate continuity in these personnel processes, the following guidelines have been developed by the Office of Faculty Advancement in consultation with Academic Affairs-Resource Management, SDSU’s Enterprise Technology Services, the Center for Human Resources, and the Director of Academic Labor Relations.

Each academic unit (school / department) chair or director (or division equivalent) shall establish on the Google Drive account associated with their official SDSU email address a shared drive labeled “Interim PAF for Temporary Faculty in [unit name].” They shall add as “content managers” the College Resource Manager (or designee within the College Dean’s Office), the lead staff member in the school / department office, and the Office of Faculty Advancement (facultyadvancement@sdsu.edu).

Within this shared drive, the Chair / Director and / or lead staff member shall create one folder for each temporary faculty member, folder name: “last name, first name”.

This folder shall for so long as access to SDSU campus is restricted to essential personnel serve in accordance with CBA Article 11 as part of the official personnel file for the faculty member and shall be administered under all relevant terms of the CBA including but not limited to Article 11.

All spring 2020 evaluations and all other material **developed after March 17, 2020** that would conventionally be stored in the paper Personnel Action File shall be stored in the iPAF for the duration of SDSU’s restricted access period and until such time as Faculty Advancement provides further instructions. These materials include:

- ATFs
- STCs
- Outcomes from periodic or cumulative evaluations (including past periodic evaluations available in Interfolio – College RTP representative’s access will be temporarily adjusted until June 15, 2020 in order to download evaluations for the iPAF)
- Notices related to discipline, and
- Any other material with a five day filing notice.

Department chairs, school directors, and / or department administrative staff are responsible for adding these items to the iPAF. It is not expected that materials currently stored on campus in

paper form be retrieved for addition to the iPAF. Materials in the iPAF shall not be downloaded or circulated.

iPAFS must be completed by August 1, 2020.

Access to this file shall be limited under CBA 11.15 to individuals with official university business, eg., appointment, reappointment, or evaluation.

The following IT security guidelines must be followed:

- Never use an SDSU Google personal drive ("My Drive"), only use the Google Team Drive ("Shared Drives") to store personnel file documents.
- Only share personnel file with those individuals approved according to CBA guidelines.
- Google Drive is not to be shared with external entities.

Chairs and directors must consult the iPAF and sign the log in connection with all appointment and reappointment decisions. **In lieu of a log, all file users must “sign in” by registering a comment at the top of the documents they consult in Google Drive with the following information: name, title, date, and reason for access. Signing the log, especially in connection with appointment and reappointment decisions, is essential to demonstrating “careful consideration” required by the CBA.**

If other individuals besides the Dean or Chair / Director request access to the PAF, they should contact the Office of Faculty Advancement: facultyadvancement@sdsu.edu.

We plan to explore for the long-run the transition of PAFs to the campuswide-licensed Hyland OnBase system; SDSU’s CIO has asked that given our current context, we begin this conversation in the fall.