



Temporary Faculty iPAF Quick Guide

In connection with COVID-19-related campus access modifications and continuing telework at SDSU, an interim solution for storing and consulting documents related to the appointments and evaluation of temporary faculty has been developed via the Google Shared Drive. **Temporary faculty iPAFs must be completed by August 1, 2020.** Please contact the Office of Faculty Advancement (facultyadvancement@sdsu.edu) if you have any questions regarding temporary faculty “iPAFs.” If you require guidance on how to use the Shared Drive, a how-to guide can be found here: <https://fa.sdsu.edu/resources/policies>

Setting up iPAF in Google Shared Drive

- Department Chair/School Director (or division equivalent) and or Lead Staff Member
 - Access Google Drive via official SDSU email address.
 - Create a Shared Drive for your department/school labeled: *Interim PAF for Temporary Faculty in [unit name]*.
 - Add the following to your shared drive as “content managers”
 - College Resource Manager (or designee within the College Dean’s Office)
 - Lead staff member in the school/department office
 - The Office of Faculty Advancement (facultyadvancement@sdsu.edu)
 - Create one folder for each temporary faculty member within the department/school Shared Drive labeled: *Last Name, First Name*
 - Upload materials to the folder.

Materials to be Included in iPAF

All Spring 2020 evaluations and all other material developed after March 17, 2020 that would conventionally be stored in the paper PAF 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. Please note that it is not expected that materials currently be stored on campus in paper form be retrieved for addition to the iPAF.

- Documents to upload to Shared Drive include:
 - ATFs
 - STCs
 - Outcomes from annual or cumulative evaluations
 - *Note: Faculty Advancement will temporarily grant additional Interfolio access to College RTP Representatives until **June 15, 2020** so they may download evaluations to add to the iPAF.*
 - Notices related to discipline, and
 - Any other material with a five day filing notice.

iPAF Access

Access to the iPAF Shared Drive shall be limited under CBA 11.15 to individuals with official university business, eg., appointment, reappointment, or evaluation. If any other individuals besides the Dean or Chair/Director request access to the iPAF, please direct them to the Office of Faculty Advancement (facultyadvancement@sdsu.edu).

Complete PAF policy information can be found here: <https://fa.sdsu.edu/resources/policies>

Reviewing iPAF Materials – “Signing in”

Department Chair/School Director must consult the iPAF and sign the log in connection with all appointment and reappointment decisions. In lieu of an iPAF log sheet, all file users must “sign in” by registering a comment at the top of documents they consult with the following information: *Name, Title, Date, and Reason for Access*. Commenting on the document, especially in connection with appointment and reappointment decisions, is essential to demonstrating “careful consideration” required by the CBA. If you need guidance on how to comment on a document, a how-to guide can be found here:

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