**CHECKLIST**

**CONTENTS OF AN OFFICIAL PERSONNEL ACTION FILE**

**(Unit 3 Temporary Faculty Employee)**

What should be in an official Personnel Action File?

Official information relevant to the employee’s status such as:

* Appointment documents (Statement of Terms and Conditions, Lecturer Transaction Forms,\* Contracts, Letters of Appointment).
* Collegial in-class teaching observations
* Written records of all periodic evaluations.
* Range elevation decisions.
* Documentation of Sabbatical, Difference-in-Pay, Personal and Professional Leaves Without Pay, and report acknowledgments.
* Awards.
* Acknowledgement of retirement or resignation.
* Information signed and submitted by individuals pertinent to the employee’s performance of her/his duties.
* Official memos to the employee regarding her/his performance or conduct.
* Any other information from an identified source regarding the employee and relevant to the employee’s employment status.
* Student evaluation materials (hand-written comments and statistical summaries for in-class evaluations).

Faculty have the right to submit material to her/his PAF. This includes rebuttals and responses to any of the above-listed items in the PAF. Documents authored and submitted by faculty do not require a five-day filing date notice.

What should not be in an official Personnel Action File?

* Pre-employment documents (transcripts, letters of recommendation, appointment with tenure forms and supporting documents, immigration documents).
* Grievance material.
* EEOC, DFEH or similar complaints.

Optional items that can be maintained in the department office in working files and do not need a 5-day filing date notice:

* CV or resume.
* Key issue documents.
* Travel documents.
* Grant proposals.
* One-of-a-Kind files for various proposals.
* Assigned time reports.
* FAD reports.
* Supervision reconciliation reports.
* Course-related material (schedules, office hours, grade sheets, rosters, syllabus, exams)

\* PAF five-day filing date notice is not required for internal documents such as LTFs.