

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 ten (10) 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 <hr/>	
Department/School: <hr/>	
Employee Red ID #: <hr/>	Date: <hr/>
Email Address: <hr/>	Phone: <hr/>
I hereby request a copy of my official Personnel Action File.	
Signature: <hr/>	

Tenured/Tenure-Track Faculty

Send completed form to:

Office of Faculty Advancement and Student Success
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-1680

OR

Office Location: Administration 101
Telephone: (619) 594-6111

Office hours: Monday-Friday, 8:00 am - 4:30pm
facultyadvancement@sdsu.edu

Lecturers / Temporary Faculty

Send completed form to your home department/school

For Departmental/School Use only:

Staff completing request: _____

Date: ____/____/____