

SAMPLE FIVE-DAY FILING DATE NOTICES

If you are preparing a letter or memorandum, the easiest and most efficient way to implement the five-day filing date notice is to include it within the copy notations:

When the letter or memorandum is addressed *to the faculty employee*, the custodian of the Personnel Action file should be copied. The custodian of the PAF is different for tenure-track faculty and temporary faculty.

Tenure-track faculty (probationary, tenured, and FERP participants), the custodian is Joanna Brooks, Associate Vice President for Faculty Advancement.

or c: Joanna Brooks, Associate Vice President for Faculty Advancement (09/21/2015)
c: Official Personnel Action File (09/21/2015)

Temporary faculty (part-time and full-time faculty), the custodian is the department chair or director.

or c: (first name) (last name), Chair/Director, (department/school) (09/21/2015)
c: Official Personnel Action File (09/21/2015)

When the letter or memorandum is addressed *to someone other than the faculty employee*, copy both the custodian of the file and the faculty employee. The following example is for full-time faculty:

c: Joanna Brooks, Associate Vice President for Faculty Advancement (09/21/2015) **or**
Official Personnel Action File (09/21/2015)
(first name) (last name), (department/school)

Some offices use a stamp for all personnel documents. The following example can be used for both full- and part-time faculty:

Date _____
This document will be placed in your official Personnel Action File on:

(5-day filing date)

How to Calculate the Five-day Filing Date Notice:

When calculating the date, use calendar days, not work days. The filing date is five (5) days from the date of mailing or the placement of a document in a faculty employee's campus mail box. If the fifth (5th) day falls on a Saturday, Sunday, or holiday (when the university is closed for business), use the next work day. (i.e., a letter is dated and mailed or placed in the faculty employee's campus mail box on Monday, September 14, 2015, the filing date notice should be Monday, September 21, 2015, not Saturday, September 19, 2015--or--if the letter was mailed on Friday, September 11, 2015, the PAF date would be Wednesday, September 16, 2015.

Note: All items to be placed in PAF must include a signature.