

**Date:** March 23, 2004

**To:** College Secretaries

**From:** PENELOPE JENNINGS  
Interim Associate Vice President, Faculty Affairs

**Subject:** **Personnel Files for Candidates for Retention, Tenure or Promotion**

Please forward both the Professional Information File and the Personnel Action File of faculty reviewed at the College level for retention, tenure or promotion, for further review by Provost Bain.

If the faculty member being reviewed was in his or her third or fifth year, received all positive recommendations, and was not applying for early tenure or promotion, we do not need their files. Please make sure that their names are included on the grids (with votes) and that a copy of the Dean's letter is sent to our office along with the grids. We do not need these faculty members' home addresses.

The files and letters need to be delivered to Faculty Affairs, University Hall, Suite 225 no later than Tuesday, March 30<sup>th</sup>, between the hours of 8:00 a.m. and 5:00 p.m. Please label all items that you bring to our office (i.e. carts, bins and boxes, also PIF's should be labeled on the outside spine of all binders). For reasons of security and confidentiality, delivery of these materials should be supervised by staff, not student assistants.

If you have any questions, please call Irene Rivera at ext. 2962 or by e-mail [irene.m.rivera@csun.edu](mailto:irene.m.rivera@csun.edu)

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cc: College Deans