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Guidelines for using your Google Drive for AY 2024/25 reviews

Dear tenure-line faculty,

Academic Personnel Services wants to share some information with you about using Google Drive for your Working Personnel Action Folders (WPAFs) in your review process. You may already be familiar with much or all of this information, but we hope that some of it may be helpful in case you're new to using Google Drive.

When you are logged into the [Humboldt.edu network](#), you have access to the files and folders comprising your entire Personnel Action File (PAF) at [drive.google.com](#). The PAF contains documents from your previous reviews, as well as your Working Personnel Action File (WPAF), in which you will make updates and changes for the current review cycle.

Working with your PAF: If you have participated in previous reviews, your files from those reviews now reside in your PAF within four folders called "Appointments and Leaves," "Collegial and Evaluative Letters," "Misc RTP, Past Interfolio Cases," and "Student Evaluations, Letters." (If you are a new employee having completed only one review cycle or no review cycles, you may have fewer folders or no folders.) You have Viewer access to your PAF files, which means that they are read-only -- however, you can still download them and save them to your Google Drive or computer. Viewer access restricts you from deleting or moving them.

Working with your WPAF: Your WPAF folder is active during the current review cycle and gives you Editor access to your working files for this academic year (AY 24/25). You can view, add, edit, delete, share, and move the files in the current academic year (AY 24/25) subfolder in your WPAF. Your WPAF also contains subfolders for prior academic years with files from previous reviews. You have view access to these prior year subfolders. If you need to include a file from a previous review cycle in your AY 24/25 WPAF, you need to download the desired file to your Google Drive or your computer and then upload it to the AY 24/25 subfolder in your WPAF in a second step.

Additional information about using Google Drive is available on the [Google support page](#), which includes searchable help topics. If you need personalized help with your university google drive, please contact help@humboldt.edu with a detailed message containing the context of your question, the specific trouble or issue you would like to resolve, and screenshots to illustrate the occurrence of the problem.