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4/16/09
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ARTICLE 18 – FACULTY FILES

18.1 There will be ~~three~~two (32) official files maintained by the University for each faculty: a ~~Professional Record file~~, a Personnel File, and a medical file.

~~18.2~~ The ~~Professional Record file for tenured and probational faculty will contain copies of: workload agreements, annual faculty activity reports, a current CV, and a record of all previous evaluations by department chairs, department personnel committees, Deans, College personnel committees, and the Provost. The Professional Record file non-tenure track faculty will contain copies of: contract/hiring letters, a current CV, and a record of all previous evaluations by department chairs, department personnel committees, and Deans.~~

~~18.3~~ 18.2 Personnel files contain copies of all communications with the faculty member regarding appointment and contract; payroll action forms, transcripts, and hiring forms; ~~annual~~ letters of evaluation of ~~non-tenured~~ faculty, including those from the department personnel committee, the chairs, the deans, and the Provost; and external letters regarding performance.

~~18.4~~ 18.3 Materials placed in a faculty member's personnel file regarding performance or discipline shall be made available to the faculty. Faculty may respond to material included in their Personnel File and may provide responsive material for inclusion in their file.

~~18.5~~ 18.4 Faculty may review their personnel file and may request a copy of their personnel file. Faculty may authorize in writing the Union or one of its representatives to review and/or receive a copy of all or part of their personnel file and Professional Record. A copy of the signed authorization form will be retained in the faculty's personnel file. The faculty member and/or representative may not remove any contents. The University may charge a reasonable fee for copying any materials beyond the first copy requested by the faculty member and/or their representative.

~~18.6~~ 18.5 University access to official personnel files will be restricted to administrators who have a legitimate need to know. External letters of evaluation, when required, are confidential to the extent allowed by law.

~~18.7~~ 18.6 The University will not release evaluative material from faculty member files, unless permitted by state or federal law. The faculty member will be notified in writing of any requests for evaluative material under public disclosure laws at least seven (7) calendar days prior to releasing the information.

~~18.8~~ 18.7 Medical files will be kept separate and confidential in accordance with state and federal law, including compliance with HIPAA.

Handwritten signatures and initials at the bottom of the page. On the left, a circled 'TA' is followed by 'RBY 6/18/09'. In the center, another circled 'TA' is followed by a signature. On the right, there is a date '6/18/09'.