

Section 703.1.2.c Authorized Personnel Files

(Approved 11/18/2021)

703.1 Authorized Personnel Files

2. Personnel Action File

There is only one Personnel Action File. This file is the property of the University. It will be kept in a specified place approved by the Department Chair. This file will be used in personnel actions including evaluation for service salary increases, subsequent appointment, and elevation to a higher salary range.

c. Written communications identified by source may be placed in the file by the College Dean. The lecturer will be provided with a copy of such material at least five (5) days prior to such placement.