

Section 606.1.2 Personnel Action File

(Approved 11/18/2021)

606.1 Authorized Personnel Files.

2. Personnel Action File.

There will be only one Personnel Action File. This file is the property of the University. For the probationary and tenured faculty, it is kept in the office of the College Dean for use only in personnel actions (such as retention, tenure, promotion, service salary adjustments, and other personnel matters dealt with in the bargaining agreement), which specify its use. The material in the Personnel Action File must be accurate and relevant to personnel actions.

a. The Personnel Action File will include:

- (1) A log sheet recording all instances of access to the Personnel Action File (except for routine maintenance).
- (2) Copy of appointment letter.
- (3) A table of the contents of the faculty member's Professional Information File each year the faculty member was evaluated for retention, tenure, or promotion.
- (4) Copies of Department recommendations on retention or promotion.
- (5) Copies of recommendations made by the College Personnel Committee and Dean.
- (6) Copies of all documents related to any appeal from a personnel recommendation.
- (7) Copies of written reasons for conflicting, unreconciled Department and College recommendations which had been forwarded to the President of the University for resolution (see Section 633).
- (8) Copies of notice letters from the President on personnel actions.

- (9) A copy of the President's decision in Grievance and Disciplinary Action Cases.
- (10) Copies of written reprimands.
- (11) Correspondence concerning such matters as reappointment as Lecturer, approval of leave requests, and similar personnel actions.
- (12) Department, College, or University required documents, such as written reports of peer class visits and student evaluations of teaching effectiveness. Student evaluations of teaching effectiveness will be retained for a minimum of five years.
- (13) A dated copy of the faculty member's current curriculum vitae, of reasonable length, as of the most recent year in which the Professional Information File is submitted.
- (14) Other communications or materials deemed by the College Dean, at the recommendation of the Department Chair or Personnel Committees, to be relevant to the criteria in Section 632.
- (15) The location of other records kept on campus regarding the faculty member to which the faculty member has access.
- (16) Sabbatical Leave Reports.
- (17) Other materials that were part of the personnel process when they were placed in the Personnel Action File (e.g., copies of written reasons for negative recommendations).

b. It is not expected that all communications reaching a Department or College regarding a faculty member will be placed in this file.

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

d. Upon request, a faculty member will be provided the opportunity to meet with the appropriate administrator regarding material to be placed in the file to which the faculty member objects. The request to meet will be made within five (5) days of the receipt of the notification. The meeting will take place within ten (10) days of the request made by the faculty member.

e. A faculty member will have the right to place in the file a written response to any written communication contained therein.