

Authorized Personnel File 606.1.1.b.1

(Approved 3/10/2022)

606.1 Authorized Personnel Files.

2. Professional Information File.

c. The Professional Information File is the property of the faculty member. However, the faculty member's possession and control of the file is restricted by the following:

(1) A faculty member may add material to the file at any time during the academic year up to the completion of personnel deliberations at the Department level. Insertion of material submitted after this date, other than faculty and administrative evaluations generated during the evaluation cycle and responses or rebuttals by the faculty member, must have the approval of the College Personnel Committee and will be limited to items that became known and available to the faculty member after the close of Department deliberations (e.g., publication acceptances, notice of awards, and lecture invitations). Submission of additional materials after RTP recommendations have been sent from the Department to the College level will require new reviews at both levels and a revised timeline established by PP&R. The reviewing agencies may elect to change their recommendations on the basis of this new information even though the deadline for the recommendation has passed. No new materials may be added to the file after the Dean and CPC have notified the candidates with their recommendations/decisions.