

703.2.3 – Personnel File Procedures

(Approved 3/10/2022)

703.2 Personnel File Procedures

3. Access to the Files

a. A lecturer shall have full and unqualified right to inspect all materials in the Personnel Action File and Human Resources File.

b. When a lecturer requests an appointment to inspect the file, it shall be scheduled promptly, within two days, during normal working hours. The lecturer may be accompanied at such appointments by another individual of the lecturer's choice.

c. Upon written request, lecturers shall be provided with copies of any material in their file within fourteen (14) days. The lecturer may be required to bear the costs of duplicating such items.

d. In conformance with Section 703.1.1.b.(1), a lecturer may require of the Department Chair or designated file custodian that materials provided by the lecturer in support of the lecturer's request for a range elevation shall be placed in the lecturer's Professional Information File.

e. The Department Chair normally is custodian of the Personnel Action File. No one is authorized to remove material from the Personnel Action File unless the lecturer requests removal. Lecturers, if they believe any portion of their file is not accurate, may request, in writing, a correction or deletion of that material. Such a request shall be addressed to the Department Chair.

(1) If the request is denied by the Department Chair, the lecturer may, within seven (7) days of such a denial, submit the request to the College Dean. The Dean shall, within twenty-one (21) days of such a request, provide a written response to the lecturer. If the

request is granted, the record shall be corrected and the lecturer notified in writing. If the Dean denies the request, the response shall include the reason(s) for the denial.

(2) The request shall specify those corrections or deletions that shall be made, with facts and reasons supporting the request. Such requests shall become part of the Personnel Action File, except in those instances in which the disputed material has been removed.

f. Administrative personnel charged with making recommendations in personnel matters, Department Chairs, and members of duly constituted personnel committees will have the right of access to Professional Information Files and Personnel Action Files of lecturers for the purposes of evaluation and course pool selection.

g. Individuals required to give testimony in grievance or legal proceedings arising out of personnel considerations in which they had access to files as provided in (b) above shall be able to see the Personnel Action File and the Professional Information File of the grievant.

h. The President of the University, or a designee, may grant duly authorized representatives of investigative public agencies access to the requisite Personnel Action File and Professional Information File.

i. All instances of access to a Personnel Action File other than access for the purpose of routine maintenance shall be noted on the Personnel Action File log-in sheet. Such a log record shall be a part of the Personnel Action File.

j. Except as specified in a, e, f, g, and h above, individuals and/or agencies shall have access to the Personnel Action File only upon presentation of a duly executed court order or other specific authorization under state or federal law.