

Section 613
(Written Statements – Consultation with Faculty)
(Approved 7/19/2021)

613 **Written Comments About Faculty.**

1. In the course of review, a personnel recommending or reviewing agency will only consider written statements incorporated in the Personnel Action File or Professional Informational File.
2. When the agency determines, after careful consideration and after consultation with the affected faculty member, that written statements are sufficiently substantive to affect personnel action, and if such statements contain information that has not been incorporated in the Personnel Action File, the agency will identify the source of the statements.
3. A copy of the statement that includes the name of the source will be placed in the Personnel Action File and a copy will be given to the affected faculty member (see Section 606.1.2.c. and 606.1.2.d.).
4. At the time the agency requests that the statement be put in writing, the agency shall inform the source of the procedures described in Section 613.3. above.
5. Any student statement or evaluation provided outside of the regular written student evaluation of teaching effectiveness (see Section 612.5.2.c.(2)(b)) must be identified by name to be included in a Personnel Action File. The student will be informed of the right to a hearing before the Academic Grievance and Grade Appeal Board should the student feel that any later discriminatory action is taken because of having given the statement.
6. Confidential summary information compiled by staff from the working Personnel Action File for the Provost or President is exempt from the above requirements