

ARTICLE EIGHTEEN PERSONNEL FILES

- 18.1 The University shall maintain a single personnel file for each Faculty member under the auspices of the Human Resources Department. The personnel file shall consist of multiple components, which may be stored in separate files. One component of the personnel file that shall be maintained in a physically separate file shall be the "Evaluation File," which shall contain evaluative materials. Only materials contained in the Evaluation File shall be available to review committees, unless other portions of the personnel file are released by mutual agreement of the University and the Faculty member.
- 18.2 Prior to any evaluative material being placed in a Faculty member's Faculty Evaluation File, a written notification and a copy of the evaluative material will be provided to the Faculty member. The Faculty member shall have an opportunity to place a rebuttal or any other additional comments in the file.
- 18.3 Faculty members may include in their Faculty Evaluation File any other material considered relevant.
- 18.4 Evaluative materials in the personnel file will be available only to the Faculty member in question, the President, the Provost, their designee, or an officially constituted and recognized committee charged with such evaluative material.
- 18.5 All evaluations and other materials in a Faculty member's Evaluation File should be signed and dated.
- 18.6 Faculty members shall have opportunity to review the contents of their entire personnel file during normal office hours by appointment or upon two (2) business days' notice. The Faculty member may, upon request, obtain a copy of the materials in their personnel file located in the Human Resources Department.
- 18.7 If it is alleged that the material placed in a personnel file is false or unfair, then the placing of that material in the personnel file may be grieved under the grievance procedure.
- 18.8 Summaries of student course evaluations shall remain in the Faculty member's Evaluation File for duration of employment plus five years. After the conclusion of each semester or summer term, and after grades for that semester or summer term have been submitted, the Faculty member shall receive a copy of each of the student course evaluation summaries. The Faculty member shall be allowed the opportunity to provide a written response.
- 18.9 RFF and University shall meet and confer to develop retention policies for records relating to promotions, changes-in-contract status, and Research Support and Faculty Development applications.