

# DRAFT

## ARTICLE XII

### ACCESS TO OFFICIAL FACULTY AND LIBRARIAN PERSONNEL FILES

The Administration of the University shall maintain an Official Personnel File for each unit member, which shall be kept in such custody as is designated by the Provost for Academic Affairs or his designee. Such file shall include a continuous record of the unit member's status as an employee of the University and shall contain copies of Official Personnel Correspondence and Transactions with the unit member. Each Annual Evaluation made after the effective date of this Agreement and all evaluations of the Unit member's performance made prior to the effective date of this Agreement, all recommendations for personnel action, an updated transcript submitted pursuant to the provisions of Article VII of this Agreement and an updated copy of the Professional Data Form (vita) shall be maintained in the Official Personnel File. In addition, there shall be included such other material relevant to the Unit member's professional activities as the unit member and the Provost for Academic Affairs or his designee shall mutually agree upon. Except as is hereinafter provided, no other materials shall be included therein.

1. All such material placed in the Official Personnel File of a Unit member shall be dated when received.
2. The Unit member shall have the right to examine his/her Official Personnel File.
3. The Unit member shall have the right to place in his/her Official Personnel File a written statement made in response to materials contained in his/her Official Personnel File, to which it is responsive.
4. Copies of Official Personnel Correspondence shall be sent to the Unit member at the time they are filed.
5. Upon written request of the individual faculty member, the University administration shall reproduce one (1) copy of such materials, provided, however, that this is limited to one time per year, except for exceptional circumstances.
6. The Official Personnel File shall be available for inspection by the Department Chairperson, the college dean, the Provost for Academic Affairs or his/her designee, the Chancellor of the University or his/her designee and, when so authorized in writing by the Unit member, by a representative of the Society.

An inspection sheet shall be maintained for each unit member's Official Personnel File. Whenever any of the foregoing individuals or the Board inspects the Official Personnel File of a Unit member, the name of such individual or Board and the date and time of inspection shall be annotated on the inspection sheet.

No files shall be maintained of annual evaluations or other documents relating to evaluation of Unit members other than said official file containing the required annual evaluations and the required associated assessments for personnel action(s) as conducted under terms of this Agreement, former contracts, or future contracts. By mutual consent, material contained in official personnel files may be destroyed after seven years. It is clearly understood that Unit members, under provisions contained in this Agreement, have the right to know and to see all material contained in such files.

The administration of this article may be modified by joint memorandum of agreement.