

ARTICLE [x]. PERSONNEL FILES

Purpose.

The Employer and bargaining unit members shall ensure accuracy in official academic and employment personnel files.

Section 1. Maintaining Records.

The Employer shall maintain official academic personnel and employment personnel files for all faculty. Academic personnel files shall contain records that are only relevant to the academic mission of the University, departments, programs or other such units. Academic personnel files shall be maintained on the University campus in the Office of the Provost. The security, custody, and maintenance of the official academic file shall be the responsibility of the Office of the Provost.

The employment personnel files shall only contain files relevant to employment information. Employment personnel files shall be maintained on the University campus in the Human Resources office. The security, custody, and maintenance of the official employment personnel file shall be the responsibility of the Human Resources office.

Section 2. Access.

The faculty shall have access to examine their own employment and academic personnel files. Any bargaining unit faculty member shall be able to review their files for as long as necessary, during normal business hours, with or without a representative of their choosing. The examination of their files shall be consistent with conditions that protect the integrity of the files.

Section 3. Information.

All materials in a faculty personnel file shall be identified, and no unauthorized or anonymous materials shall be contained in a personnel or academic file of a faculty (OAR 580-022-0075).

Specifically, the following information shall be maintained in the personnel file of a faculty: applications for employment; academic transcripts; employment contracts, leaves, resignations, terminations; retirement information; official personnel actions and recommendations, including official letters of commendation or reprimand; promotion and merit increases; awards and recognitions; sabbatical leaves.

The following information shall be maintained in the academic file of a faculty: annual performance evaluations; formal letters of recommendations from Department Chairs, Deans, the Provost and Promotion Advisory Committee; formal letters of promotion or non-promotion, tenure or non-tenure, from the President.

Section 4. Changes to information.

If a faculty member believes that his or her personnel or academic file contains errors of fact or omission, the faculty member may petition, in writing, to the Provost to remove or correct said information.

If unfavorable material is being added to a faculty's academic or personnel file, the responsible person in charge of the file shall notify the faculty member of the added material. The faculty shall

47 have the ability to rebut, refute, or explain in writing any material in their file, which will be added to
48 the file.