

UNIVERSITY OF KENTUCKY
LEXINGTON, KENTUCKY 40506

VICE PRESIDENT
ACADEMIC AFFAIRS
TELEPHONE: 255-2911

September 2, 1976

Memorandum

To: Deans and Directors, Division of Colleges

From: Lewis W. Cochran 
Vice President for Academic Affairs

As we approach the season for recruitment and for evaluation for promotion and/or tenure several questions have arisen as to the confidentiality of the materials typically collected on each subject individual. Following is a statement of the policy of the University on such materials:

1. Letters of evaluation relative to faculty appointment, promotion, and tenure decisions solicited from individuals either inside or outside the University are exempt from disclosure to the subject individual or to third parties. Such letters may be disclosed to particular individuals only upon receipt of written approval from the author and the subject party.
2. Letters of recommendation relative to appointment, promotion, and tenure decisions from department chairmen to academic deans, from academic deans to the Vice President, from the Academic Area Advisory Committees to the Vice President, from the Dean of the Graduate School to the Vice President or from the Dean of Undergraduate Studies to the Vice President are not exempt from disclosure to the subject individual; however, such correspondence should not be disclosed to third parties.
3. Minutes of faculty meetings in which personnel matters such as appointment, promotion, or tenure of other faculty members are discussed, shall not be disclosed.

It should be pointed out that the above policy may be subject to challenge in the courts in connection with the new "public records" law enacted by the 1976 General Assembly. Since the Kentucky courts have not yet ruled on any case under the new law it is most difficult to predict the ultimate outcome of such a challenge.

cc: Chairmen, Academic Area Advisory Committees