

August 12, 1974

MEMORANDUM

TO: Academic Vice Presidents, Deans, Chairmen,  
and Faculty (University System)

FROM: Otis A. Singletary *OAS*

SUBJECTS: (A) Information for Prospective and New Faculty Members  
(B) Faculty Files

The following operating guidelines, which are related to recommendations which I have received recently from the University Senate, have been approved and are effective immediately.

(A) Information for Prospective and New Faculty Members

1. Either before or at the time of interview of an individual for an appointment in the professorial series, the departmental chairman shall inform the individual about the parts of the Governing Regulations and the Administrative Regulations dealing with appointment, promotion, and tenure and shall provide access to these parts as requested.
2. At the time an appointment is tendered, an individual should be informed in general terms regarding criteria for academic ranks by the departmental chairman. (AR II-1.0-1, pp. 10-18)
3. The department chairman shall inform each new faculty member (within one month of the beginning of his/her employment) of the existence and locations of the following University documents: (a) Governing Regulations; (b) Administrative Regulations; (c) the Rules of the University Senate, in particular the Faculty Code; (d) the rules of his/her college; (e) the rules and regulations of his/her department; and (f) the Student Rights and Responsibilities. Access to any of these documents shall be provided by the chairman as requested.

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(B) Faculty Files

Because all considerations of promotion and tenure require thorough documentation of the faculty member's record of pertinent activities in the University as well as the relevant actions involving the individual's faculty status, a faculty file shall be maintained jointly by the departmental chairman and the individual faculty member and should include the following:

1. All official correspondence between chairman and faculty member concerning appointment or faculty status.
2. A curriculum vitae which shall be updated at least annually.
3. Copies of publications and published reviews or letters concerning publications and/or copies of materials relating to creative productivity.
4. Copies of faculty performance reviews.
5. A statement specifying whether the departmental chairman has or has not recommended the faculty member for promotion or tenure.

This file shall be available to the faculty member, except for letters of recommendation or written judgments obtained under conditions of confidentiality.

It shall be the responsibility of the faculty member to provide materials for items 2 and 3 listed above for his/her file.