


August 12, 1991

MEMORANDUM

TO: Chancellors and Vice Presidents (University System)

FROM: Charles T. Wethington, Jr. 
President

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

The varied approaches to orientation of new faculty prompt reissuing the following revised operating guidelines.

(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 unit administrator 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 regulations 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 unit administrator. (AR II-1.0-1)
3. The unit administrator 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) the Governing Regulations; (b) the 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 or division; and (f) the Student Rights and Responsibilities. Access to any of these documents shall be provided by the unit administrator 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 unit administrator and the individual faculty member and should include the following:

1. All official correspondence between the chairman and faculty member concerning appointment or faculty status.
2. A curriculum vitae updated 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. Copy of official transcripts.

This file shall be available to the faculty member, except for letters of recommendation or written judgments obtained under conditions of confidentiality (departmental peer reviewer letters and external reviewer letters).

The unit administrator's letter in his/her capacity as unit administrator and/or college promotion committee letters, the dean's letter, Academic Area Advisory Committee letters, the letters of chancellors and vice presidents and the recommendation of the University President may be obtained by a faculty member.

Letters obtained in confidence (internal or external peer review) will not be released pursuant to a request under the State Open Records Law. In the event of legal proceedings, these records may be made available if a claim of unlawful discrimination has been made.

It shall be the responsibility of the faculty member to provide materials for items 2, 3 and 5 listed above for his/her file.

CTW:fh

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