Deans and Department Chairs
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(B) Faculty Files

Because all considerations of promotion and tenure require thorough
documentation of the faculty member’s record and 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.


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 (department 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.

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