

A member of a college advisory committee on appointments shall be excluded from any participation in that committee's consideration of a recommendation when the appointment is in her/his educational unit.

G. Standard Personnel File

There shall be one Standard Personnel File maintained for each faculty member in any title series. The Standard Personnel File contains the Notice of Academic Appointment and Assignment, curriculum vitae, and transcripts of academic work leading to advanced degrees. This personnel file also contains many of the critical materials, particularly evaluation materials, needed for or taken from the dossier, which is defined below. The file contains Distributions of Effort, faculty merit or other evaluation reports, evaluations prepared by committees and those of chairpersons/unit directors, and all other professional evaluation reports. The file shall also contain materials related to responsibilities, which the faculty member has to governmental or other agencies. The file contains regularly updated assessments of effectiveness in research, instruction, and service.

The Standard Personnel File shall be updated regularly and in particular completed by actions of the chairperson/director, and also actions of the faculty member. The faculty member shall update his/her curriculum vitae annually and such other documents as he/she deems appropriate. The chairperson/director shall update files as necessary to keep them reasonably current.

Unsolicited materials relevant to professional function may be included in the Standard Personnel File provided the faculty member sees them and is offered the opportunity to document his/her response to them.

The Standard Personnel File shall be kept in the office of the chairperson/director, or in the office of the dean as deemed appropriate for each department/unit by the dean. No other Standard Personnel File shall be kept. The Standard Personnel File shall always be available to the faculty member and to such other persons who he/she authorizes in writing to see that file. The Standard Personnel File is of course always accessible to the chairperson/director or higher administrative officer who is responsible for its maintenance, and to such administrators superior to him/her who request access to the file.

H. Development of a Dossier Related to a Recommendation

The department chairperson/unit director shall develop a dossier for each initial full-time appointment and for the primary appointment in a joint appointment of a full time faculty member. Items to be included in the dossier are listed below in Section I. An up-to-date dossier must be transmitted pursuant to considerations for award of tenure or promotions. The dossier is prepared from materials in the Standard Personnel File and additional materials supplied by the chairperson/director and faculty member. It shall contain all the materials