

May 8, 1992

MEMORANDUM

TO: Dr. Thomas Tobin
Graduate Center for Toxicology

FROM: Juanita W. Fleming *JWF*
Special Assistant to the President
for Academic Affairs

SUBJECT: Information

This memo is to confirm our telephone conference on May 6, 1992. President Wethington requested that I work with you in resolving the concerns you sent him and Chancellor Hemenway regarding Professor Davy Jones' written communication to you dated April 29, 1992.

Based on the President's August 12, 1991 memo, the information which follows shall be in the faculty file and maintained by the unit administrator and the faculty member:

1. All official communications between the chairman and faculty member concerning appointment or faculty status.
2. An updated curriculum vitae.
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 Review.
5. Copy of official transcripts (new faculty).

Administrative Regulation II-1.0-5 stipulates that a record of discussions of tenured faculty members of a non-tenured faculty member at the end of the non-tenured faculty member's second and fourth years should be maintained. The instructions of the Distribution of Effort form indicate a copy for file.

Consequently, Dr. Jones' request that the documents indicated in his memorandum be in his unit file is appropriate.

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The file shall be available to the faculty member, except for letters of recommendation or written judgments obtained under conditions of confidentiality. However, effective July, 1992, because of the revision in the Open Records Law, it will no longer be possible to assure confidentiality of internal and external peer review letters.

As unit administrator, I can think of no reason why you should not try to obtain the documents that should be a part of Dr. Jones' file from his previous unit in the College of Agriculture. There seems to be no valid reason for a unit of which he is no longer a part to retain a file on him. I have cleared this with the University Legal Counsel, and he concurs with this position.

C: President Charles T. Wethington, Jr.
Chancellor Robert Hemenway
Vice President Lee Magid

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