

Mid-Atlantic Christian University Academic Affairs Policy #23

SUBJECT: Personnel file

DATE: January 16, 2008

REVISED: 02/01/2011; 03/13/2013

NEXT SCHEDULED REVIEW: This policy will be reviewed biennially and any substantive changes, as determined by the VP for Academic Affairs or the President, will also be reviewed by the University's legal counsel. February 2017

APPROVED BY BOARD OF TRUSTEES: May 2015

Policy for: Vice President for Academic Affairs

Procedure for:

Authorized by:

Issued by: Board of Trustees

I. Purpose

The VPAA maintains faculty personnel files which include the individual's letter of acceptance of employment, all contracts or salary agreements with the faculty member, information on rank and promotion, correspondence concerning the individual, a current curriculum vitae, and information added by the faculty member regarding current research, projects, activities, recognitions, honors, and other professional advancement such as a professional growth plan. This file also contains formal and informal written complaints and official letters of reprimand or discipline regarding each faculty member. Letters regarding promotion are kept in this file. Information submitted by faculty members for promotion, as well as evaluations used in this process, is kept in the Personnel File.

In an effort to maintain confidentiality, this policy spells out who and under what conditions people may view these documents.

II. Policy

The official personnel file will be kept in strictest confidence and will be available, under the restrictions of confidential use as defined in the next two paragraphs, only to the faculty member personally and/or to designated members of the faculty and administration who recommend concerning promotion, sabbaticals, awards, formal review, and retention. No information will be released for other purposes except by written consent of the faculty member, and access by designated persons for purposes of recommendation shall be

limited to the time during which they are evaluating the case and recommending concerning it.

III. Procedure

During formal review and evaluation processes, including but not limited to those concerning retention/nonretention and promotion, the files shall be available for confidential use only to those persons who recommend as noted in the preceding paragraph. Files may be closed to the faculty member during the review and recommendation process. No later than 10 days after the individual is notified of the final decision, the individual shall, upon request, have the right to receive a summary of all confidential materials which were used at any level in the reviews and recommendations. The President or the President's designee shall prepare the summary, which shall be reviewed by University counsel before release to the individual.

The faculty member may, for the cost of duplication, obtain copies of any non-confidential matters in the official personnel file. Any such copies will be made by a member of the office of the Vice President for Academic Affairs or the VPAA designee. The faculty member may also provide corrections, responses, or clarifications relative to any materials in the file.

These documents will be maintained as a part of the official personnel file.

Further, the University may permit access to and copying from such files pursuant to lawful requests and identification of federal or state agencies relevant to investigations, hearings, or other proceedings pending before such agencies or the courts.

IV. Published: Policy Manual, *Faculty Handbook* and *Adjunct Faculty Handbook*

V. Reason for Revision

VI. Appendices