



UNITED ACADEMICS PROPOSAL

ARTICLE 19 PERSONNEL FILES

The purpose of this article shall be to specify the means of implementation of OAR 577-040-0005 through OAR 577-040-0025.

Section 1. A faculty member has the right to know of the existence and location of each of the three legally-permissible files maintained on him or her by the Administration that might be used relative to the employee's qualifications for employment or re-employment, performance evaluation, and/or disciplinary action. Each file shall refer to the existence and location of other files. The Administration is responsible for informing the faculty member of the existence and location of such personnel files.

Section 2. Faculty members shall have access to his or her file, except for excised portions as per OAR 580-022-0100(2)(3), during normal business hours under conditions which protect the integrity of the files. The faculty member shall have the right to copies of his or her file at no cost. The faculty member may be accompanied by a representative of his or her own choice at the time the file is examined.

Section 3. The source of all materials in the personnel file shall be identified. No unauthorized or anonymous materials shall be contained in the personnel file (OAR 580-022-0075).

Section 4. A faculty member shall have the right to submit additional information to be placed in his or her personnel file to include, but not limited to:

1. transcripts supporting claim to academic work;
2. documents supporting claim to professional training;
3. letters and records describing work experience;
4. copies of all statements of employment;
5. all documents relating to professional growth or performance;
6. documents indicating special competencies, achievements, scholarly research, academic, professional, or other contributions;
7. any statement that the faculty member wishes to have entered in response to, or in elaboration of, any other item in his or her file.

Section 5. If a faculty member should become aware that his or her personnel file contains errors of fact or omission, the faculty member may petition, in writing, the Provost or his/her authorized designee, to remove or correct said information.