UNIVERSITY COUNTERUNITED ACADEMICS-PROPOSAL

5-7-13

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 ORS 351.065.

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. Except as set forth in this Article, a bargaining unit faculty member shall have full access to the member's personnel files and personnel records kept by the University upon reasonable request during normal business hours. The number of files relating to the evaluation of a bargaining unit faculty member shall be limited to three, to be kept in designated, available locations: (1) in an academic or research unit; (2) in a college or school; and (3) in academic affairs or human resources. A bargaining unit faculty member shall have the right to inspect and request a copy of each of these files upon reasonable request at no cost to the bargaining unit faculty member and may be accompanied by a representative of his or her own choice at the location of the file.

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. Personnel files and records are subjected to restrictions on access except upon a finding by the president of the University that the public interest in maintaining individual rights to privacy in an adequate educational environment would not suffer by disclosure of such records. Access to such records may be limited to designated classes of information or persons, or stated times and conditions, or to both, but cannot be limited for records more than 25 years old.

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). When evaluating bargaining unit faculty members, the University may not solicit or accept letters, documents or other materials, given orally or in written form, from individuals or groups who wish their identity kept anonymous or the information they provide kept confidential, except to the extent that the bargaining unit faculty...
member consents in writing. Any evaluation received by telephone shall be documented
in the bargaining unit faculty member's file by means of a written summary of the
conversation with the names of the conversants identified.

Section 4. A bargaining unit faculty member is entitled to submit, for placement in the
three evaluative files, evidence rebutting, correcting, amplifying or explaining any
document contained therein and other material that the member believes might be of
assistance in the evaluation process. 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:
transcripts supporting claim to academic work;
documents supporting claim to professional training;
letters and records describing work experience;
copies of all statements of employment;
all documents relating to professional growth or performance;
documents indicating special competencies, achievements, scholarly research, academic,
professional, or other contributions;
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 the information.