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Proposal: UNV0001
Date: February 6, 2020

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4 **ARTICLE 9: ACADEMIC PERSONNEL FILES**

5 **Section 1.** The University shall maintain separate official academic and employment personnel files for the
6 faculty consistent with ORS 352.226. The academic personnel files will contain only records that are
7 relevant to the educational and related programs of the University, its divisions or units. The employment
8 personnel files will contain only employment information such as annual appointment letters and offers of
9 employment.

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11 **Section 2.** The official academic personnel record will be maintained on the Western Oregon University
12 campus in the Office of the Provost.. File custody, maintenance, and security shall be the responsibility of
13 the Provost. The official employment personnel file will be maintained by the Western Oregon University
14 Office of Human Resources. Custody, maintenance, and security of the official employment personnel file
15 shall be the responsibility of the Human Resources office.

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17 **Section 3.** Access to the personnel records shall be controlled by the persons designated as responsible for
18 file custody and security in section 2. Faculty members shall be allowed full access to their own personnel
19 records.

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21 **Section 4.** It is the responsibility of any person in charge of the academic personnel files to notify the
22 faculty member of the insertion of any unfavorable material into the academic personnel file. The faculty
23 member shall have the opportunity to rebut, refute, or explain any observation or material contained in the
24 file. Entry of mandatory evaluation results into academic personnel records will be made in accordance with
25 Article 8: Evaluation, Tenure, and Promotion.

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27 **Section 5.** The University will not solicit nor accept information for inclusion in the academic personnel file
28 from individuals or groups who wish their identity kept anonymous. The only exceptions are student course
29 evaluations to be included in accordance with Article 8: Evaluation, Tenure, and Promotion.
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