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Proposal: UNV0005
Date: June 9, 2020

ARTICLE 9: PERSONNEL FILES

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

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

Section 3. Access to the personnel records in each file shall be controlled by the persons designated as responsible for file custody, maintenance, and security in Section 2. Faculty members shall be allowed full access to their own personnel records.

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

Section 5. The University will not solicit nor accept information for inclusion in the academic personnel file from individuals or groups who wish their identity kept anonymous. The only exceptions are student course evaluations to be included in accordance with Article 8: Evaluation, Tenure, and Promotion for Faculty on the Tenure Track and Article 11: Assignment of Duties, Evaluation and Retention for Non-Tenure Track Faculty.

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