

ARTICLE 10

Personnel Files; Contents of Personnel Files

- 10.1 The University maintains personnel files for each unit member. Upon request, the unit member shall be informed as to the location of the personnel files. Copies of documents containing adverse information regarding a unit member shall be copied to the unit member by delivery to the unit member in person if practicable, or by regular U.S. Mail within five (5) days of placement in the personnel file.
- 10.2 Unit members shall have the right to examine these files at any time during normal business hours and shall have the right to receive a copy of the official personnel files upon submission of advance written request to the Campus Academic Administration or Human Resources Office or the unit member's Dean. Unit members may place in these files a response to adverse information contained therein. See also Article 9.2 regarding unit member evaluations.
- 10.3 A Union representative, having written authorization from the unit member concerned, and subject to the University's duty to provide for security of the records, may examine and copy the official personnel files of that unit member.
- 10.4 The University shall not include material in the unit member's official personnel files unless the source is identified. Anonymous material shall be removed by the University upon request of the affected unit member, or if discovered by the University, with written notice to the unit member.
- 10.5 No items, except for anonymous material, may be removed from the unit member's official personnel files without the express written authorization of the unit member, except for brief inspection or copying.
- 10.6 If a disciplinary action or delinquency in job performance is reduced to writing by a supervisor, the document shall be signed, dated, placed in the faculty member's official personnel file and a copy provided to the faculty member. The faculty member shall sign in writing to acknowledge receipt, but such signature shall not be construed as agreement or disagreement with the contents. The right to challenge the action is limited to placement of the faculty member's response in the file. Placement of a disciplinary document in a file is not subject to the dispute resolution provisions of this agreement or the just cause standard.
- 10.7 Documentation concerning disciplinary actions or delinquencies in job performance may be removed from a personnel file on request of the faculty member after the expiration of two years.