



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.1062

DIVISION: Academic Affairs

TITLE: Individual Faculty Review of His/Her Personnel File

DATE: June 30, 1977

REVISED: July 19, 2005, June 27, 2011

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Faculty personnel files may be maintained in one or more of the following offices: Department Head's Office, College Dean's Office, Human Resources, Office of the Provost and Vice President for Academic Affairs, or the President's Office. However, the official faculty personnel files are maintained in the Office of the Provost and Vice President for Academic Affairs

I. Purpose and Scope

This policy provides the policy and procedure related to review of a faculty member's personnel file by that faculty member.

II. Policy

1. Each employee has the right to review his or her own complete personnel file except as noted in III.4

III. Procedure

1. Official faculty personnel files are maintained in the Office of the Provost and Vice President for Academic Affairs.
2. A faculty member wishing to see his or her file should schedule an appointment with the Office of the Provost and Vice President for Academic Affairs.
3. The Office of the Provost and Vice President for Academic Affairs shall have a reasonable time (not less than 10 working days) prior to the appointment in which to prepare an itemized list of materials in the personnel file.
the office holding the personnel file
4. Letters of recommendation and other credential materials received prior to employment of the faculty member will not be released with the personnel file and will not be made available to the faculty member.

5. The faculty member may request copies of items in the personnel file. However, when photocopies or scanned electronic copies of any item in the personnel file are requested by the faculty member, the faculty member must first sign an itemized statement requesting copies and acknowledging acceptance of the following statement:

“Western Kentucky University is committed to keeping faculty personnel files in strictest confidence. Materials from the confidential faculty personnel file photocopied or scanned and provided to the faculty member can no longer be maintained as confidential by Western Kentucky University, and Western Kentucky University accepts no responsibility for the maintenance of confidentiality of documents photocopied or scanned and provided to a faculty member.”

6. Requests by a faculty member for copies of items in the individual's personnel file will be prepared and made available to the faculty member within two working days from the date of the request for photocopy or scanned copy of material.

IV. Related Policies

V. Reason for Revision

June 2011:

The policy was revised to permit more ready access by the faculty member. The Office of Counsel was consulted on these revisions.

The policy was updated to include scanned copies in addition to xerographic photocopies.

POLICY AND PROCEDURAL GUIDELINES FOR INDIVIDUAL FACULTY REVIEW OF HIS/HER PERSONNEL FILE

1. The faculty member should make a written request to the office holding the individual's personnel file. Faculty personnel files may be maintained in one or more of the following offices: Department Head's Office, College Dean's Office, Human Resources, Office of the Provost and Vice President for Academic Affairs, or the President's Office. However, the official faculty personnel files are maintained in the Office of the Provost and Vice President for Academic Affairs.
2. Upon receipt of this written request, the office shall have a reasonable time (not to exceed two working days) in which to prepare an itemized statement of materials in the personnel file (see attached example). An appointment will be made within two working days from the date of receipt of request to permit the faculty member to review the personnel file.
3. Letters of recommendation and other credential materials received prior to employment of the faculty member will not be released with the personnel file and will not be made available to the faculty member.
4. The faculty member may request copies of items in the personnel file. However, when photocopies of any item in the personnel file are requested by the faculty member, the faculty member must first sign an itemized statement requesting copies and acknowledging acceptance of the following statement: "Western Kentucky University is committed to keeping faculty personnel files in strictest confidence. Materials from the confidential faculty personnel file photocopied and provided to the faculty member can no longer be maintained as confidential by Western Kentucky University, and Western Kentucky University accepts no responsibility for the maintenance of confidentiality of documents photocopied and provided to a faculty member."
5. Photocopy requests by a faculty member for copies of items in the individual's personnel file will be prepared and made available to the faculty member within two working days from the date of the request for photocopy of material.
6. The release of a faculty personnel file to a faculty member for review will be made only upon the express approval and direction of the administrative officer responsible for the office, or the administrator's delegated representative.

6/31/77; CAD approval: 7/19/05