ARTICLE 12

PERSONNEL FILES

12.1   For the purposes of this article, personnel file shall mean any file, including the PTR file, which may be used in evaluating the performance of any employee.

12.2   Only those materials contained in the departmental file shall be used to support personnel actions at the departmental level. Nothing in this article shall preclude the maintenance of other personnel files. In the presence of a staff member, and at a time convenient to both parties, [*but not later than 5 working days after the request is made by the faculty member*], a faculty member shall have access to his/her personnel or [*Promotion Tenure and Reappointment*] files at all levels [*in his/her departmental offices*]. The only others who shall have access to such files are:

> A.   Administrators and faculty members on official business and;

> B.   AAUP representatives with the consent of the faculty member.

12.3   A faculty member may at any time obtain a copy of material in the files, for which the faculty member may be charged at cost. If requested, copies shall be authenticated by an appropriate administrator.

12.4   No anonymous material shall be included in a personnel file.

12.5   An employee may log the contents of his/her personnel file, listing items and dates, in the presence of his/her department head [*or designee*]. Both the employee and the department head [*or designee*] shall sign the log and retain a copy for their files. At the request of the employee, and at a time agreeable to the department head, such a log may be updated. Completeness of the file shall be the responsibility of the employee.

12.6   Each member of the unit shall be entitled to include in the file his/her rebuttal of any statement therein contained.

12.7   An employee may petition the Dean of his/her school or college to remove any materials from his/her personnel file added after July 1, 1977 which the employee can prove is factually in error. The factual validity of materials included in the PTR file shall be subject to challenge solely within the PTR process itself.