

1 UNITED ACADEMICS PROPOSAL

2
3 PERSONNEL FILES

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5 **Section 1.** The ~~University~~ **Administration** will comply with applicable **state and federal**
6 **laws and University policy regarding bargaining-unit faculty personnel files and records,**
7 **standards, and exemptions.**

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9 **Section 2.** Subject to the limitations of applicable state and federal laws, a faculty
10 member shall have the right to inspect each of their personnel files and records upon
11 reasonable request during normal operating hours and may be accompanied at the
12 location of the files or records by a representative of their choice.

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14 **Section 3.** Subject to the limitations of applicable state and federal laws, a faculty
15 member shall have the right to receive a copy of their files or records within ten days of
16 a reasonable request at no cost to the faculty member.

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18 **Section 4.** Subject to the limitations of applicable state and federal laws, a faculty
19 member shall have the right to receive a copy of investigative findings and reports used
20 as a basis of discipline against the faculty member at no cost.

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22 **Section 5.** Faculty should proactively ensure their files and records are up-to-date and
23 complete. A faculty member is entitled to submit, for placement in any personnel files
24 or records, evidence rebutting, correcting, amplifying, or explaining any document
25 contained therein.

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27 **Section 6.** If a faculty member becomes aware that any of their personnel files or records
28 contain errors of fact or omission, the faculty member may petition the Provost in writing
29 to remove or correct the information.