

SAN JOSE



STATE COLLEGE

125 SOUTH SEVENTH STREET
SAN JOSE, CALIFORNIA 95114
(408) 294-6414

ACADEMIC COUNCIL

June 27, 1968

ACADEMIC COUNCIL POLICY RECOMMENDATION

S-68 #20

At its meeting of May 20, 1968, the Academic Council adopted the following recommendation for the Staff Reference Book as presented by Chairman Norton of the Faculty and Staff Affairs Committee:

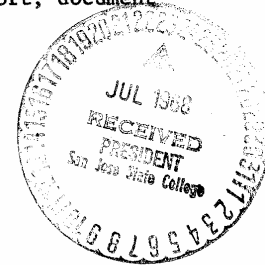
43. FACULTY PERSONNEL RECORDS

a) A personnel folder is maintained in the President's office for each faculty member. The folder is a permanent record of the faculty member's association with the College and serves as the basis of official reports and judgements. The folder is not open to the public, but is open to qualified persons as provided herein or as authorized by the President. Neither the folder nor any part thereof may be removed from the President's office except with the express authorization of the President or upon lawful court order. Additions to and deletions from the folder must be made a matter of dated record on the inside cover. Applications, recommendations, transcripts, reports and correspondence relating to the faculty member's appointment, assignment, retention, promotion and leaves are filed in the personnel folder.

b) All reports and recommendations in College personnel files or folders or in any other College, school or departmental files regarding retention or promotion of any member of the faculty, and all other papers or documents in possession of the College which purport to describe, or state facts relevant to, his performance of his assigned duties or his fitness for his position shall be open to inspection to the faculty member and, if he so requests in writing, by any other faculty member on his behalf. Such files, reports and other papers remain confidential, and all persons permitted access to them are obliged to respect their confidential character. It is not a breach of confidence to use information derived from such files, reports and other papers in authorized proceedings within the College.

c) However, confidential personnel folders from sources outside the College and confidential letters of recommendation received shall not be open to inspection.

d) Should a faculty member wish to explain, reply to or rebut any such report or document as is described in b) above, he may prepare and submit a written statement for that purpose, and it shall be filed and retained with the report, document or other paper to which it is directed.



e) A faculty member may request the exclusion or removal from College (including school or departmental) files of any statement which is unsigned or which he deems untrue or not relevant to his professional competence (or both). His request shall be made to the Academic Vice President, who shall direct that a faculty committee of three be selected as follows: one member shall be designated by the complaining faculty member, one by the dean of his school, and the third chosen by the first two. All committee members shall be from departments other than that (or those) to which the complaining faculty member is assigned and of rank equal to his or higher. If the committee finds that the statement complained of is, in whole or part, not true or not relevant to the complainant's professional competence, it (or the untrue or irrelevant portion of it) shall be excluded or removed from the files of the College and shall not be used by the College or any department or officer thereof for any purpose.

f) All official College forms for reporting on, evaluating or recommending a member of the faculty for retention or promotion shall include a space for the signature of the faculty member and a statement that his signature signifies only that he has read the completed form and not that he either agrees or disagrees with its contents. No such report shall be considered by any committee or official outside of the department or equivalent unit by which it is prepared until it has been read and signed by the faculty member, or unless he has refused to do so.

g) The effective date of sub-paragraph b) above shall be September 1, 1969. If the author or source of any report, paper or document subject to inspection under that sub-paragraph so requests, any such report, paper or document now in any College file which was made or submitted in confidence shall be removed from the files and destroyed.

ACTION BY COLLEGE PRESIDENT:

Approved, Robert D. Clark

APPROVED, ROBERT D. CLARK
September 17, 1968

ACADEMIC COUNCIL NOTIFIED: September 17, 1968

Filed Under: