

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

Article ____: Personnel Files

The University shall maintain official employment personnel and academic personnel files.

Section 1. Employment File. A bargaining unit member’s official employment personnel file shall be maintained by the Office of Human Resources (“OHR”) in digital and/or paper form.

The employment personnel file typically contains the following, as applicable, in paper or digital form: application; resume and/or CV; official transcripts ; initial offer letter; notices of appointment (annual); records of appointment changes; change forms; documentation of salary rates and pay adjustments; letters of commendation; leaves, documented verbal and written coaching; non-disciplinary letters of counsel; disciplinary actions;, notices of non-renewal, retirement, or resignation; employment verification W-4; direct deposit information.

Section 2. Academic File. A bargaining unit member’s official academic personnel file (also referred to at times as the evaluative file) is maintained by the Office of the Provost in digital and/or paper form.

The academic personnel file typically contains the following, as applicable, in paper or digital form: copies of official transcripts; initial offer letters, CVs; annual performance evaluations (“APE”); colleague evaluations, promotion reviews, tenure reviews, and other formal evaluations of faculty performance, records of appointment changes; notices of non-renewal, retirement, or resignation. Academic files may also contain letters of commendation; documented verbal and written coaching (*e.g.*, letters of instruction; letter of expectation); non-disciplinary letters of counsel; disciplinary actions; and similar documents.

Section 3. Access and Copies of Personnel Files. A bargaining unit member may request a copy of their own employment personnel or academic personnel file by contacting, respectively, the OHR or the Office of the Provost.

A bargaining unit member may request in advance a time during regular business hours to inspect their employment personnel or academic personnel file, understanding that either

*Oregon Tech reserves the right to add to, modify, or amend proposals during the course of negotiations.

40 and the bargaining unit member may be accompanied by an Association representative of

*Oregon Tech reserves the right to add to, modify, or amend proposals during the course of negotiations.