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7 **Section 1. Employment File.**

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

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12 The employment personnel file typically contains the following, as applicable, in paper or digital
13 form: application; resume and/or CV; official transcripts; initial offer letter; notices of appointment
14 (annual); position description, records of appointment changes; change forms; documentation of
15 salary rates and pay adjustments; ~~promotion and tenure letters, merit pay increases,~~ letters of
16 commendation; leaves, sabbaticals, documented verbal and written coaching; non-disciplinary letters
of.²² The academic personnel file typically contains the following, as applicable, in paper or digital form:

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24 copies of official transcripts; initial offer letters, CVs; annual performance evaluations (“APE”);
25 colleague evaluations, promotion reviews, tenure reviews, and other formal evaluations of faculty
26 performance, records of appointment changes; notices of non-renewal, retirement, or resignation.

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28 Academic files may also contain letters of commendation; documented verbal and written coaching
29 (e.g., letters of instruction; letter of expectation); non-disciplinary letters of counsel; disciplinary
actions; and similar documents.

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31 **Section 2. 3 Access**

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A bargaining unit member ~~may request~~ shall have the right to
34 _____
35 of the Provost.

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37 Should digital copies be established and made available through a secure “self-service” online
38 program, the bargaining unit member will be directed where and how to access the respective
39 file themselves.

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41 A bargaining unit member shall ~~be provided~~ ~~have the right to receive a~~ paper copy of a document
42 not available in digital form at no cost to the bargaining unit faculty member.

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44 A bargaining unit member may request in advance a time during regular business hours to
45 inspect their employment personnel or academic personnel file, understanding that either file
46 may exist, in part or in full, solely in digital format and understanding that immediate or instant
47 access to either personnel file is not reasonable. Such inspections shall be supervised by a staff
48 member of the OHR or the Office of the Provost, as the case may be, and the bargaining unit
49 member may be accompanied by ~~an Association~~ one (1) representative of their choice. When
50 scheduling a time to inspect either personnel file, the bargaining unit member should alert the
corresponding office as to whether the bargaini

*OT-AAUP reserves the right to add to, modify, or amend proposals during the course of negotiations.