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**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

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

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