

OREGON INSTITUTE OF TECHNOLOGY

Faculty Records
OIT-22-010

Definitions

1. Faculty records are limited to those records that are directly related to the individual's conditions of employment, or his or her periodic evaluation. They include:

“...records containing information kept by the institution, school, division, or department concerning a faculty member and furnished by the faculty member or by others, including, but not limited to, information as to discipline, counseling, membership activity, other behavioral records, professional preparation and experience, professional performance {e.g., assignment and workload, quality of teaching, research, and service to the institution}, personnel data relating to such matters as promotions, tenure, leaves, retirement credits and the like and professional activities external to the institution, including, but not limited to, awards, recognition, research activities, and travel.”
{OAR 580-022-0065}.

2. For purposes of compliance with ORS 351.065, “records of academic achievement” shall mean the record of credits earned toward a degree or in post-doctoral work and/or certificate(s), diploma(s), license(s), and degree(s) received.

Limitation on Records

1. Only such records that are demonstrably and substantially related to the educational and related purposes of the institution, school division, or department will be generated and maintained.
2. No faculty member will be required to give—although he or she may voluntarily provide—information as to race, religion, sex, political affiliation or preferences, except as required by state statute, federal laws, statutes, rules, regulations or orders. In those instances in which the faculty member is asked for such self-designation for any purpose (including federal requests for information), the request will state the purpose of the inquiry and will inform the individual of the right to decline to respond.

Location and Custody of Faculty Records

1. Oregon Revised Statutes limit evaluative files to three, but permits an institution to maintain one additional file that shall contain only material excised from other records as permitted by OAR 580-022-0100. At the Oregon Institute of Technology, a faculty member's evaluative file shall be kept only in the Provost's Office which will maintain the confidentiality and security of the file.

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2. The Director of Human Resources may have a clerical file for each faculty member, consisting of non-evaluative material such as academic rank, years of service, salary, and other needed information. These files are also confidential.
3. In addition to the Provost file and Human Resources file, files for faculty or adjunct faculty working at sites other than the Klamath Falls campus, will be maintained in the office of the faculty member's immediate supervisor when he/she also works outside of Klamath Falls.
4. Department Chairs may have a supervisory file to be used during the academic year, but at the end of the year the documents are to be returned to the faculty member.

Open Faculty Records for Access and Additions

1. Each faculty member shall have full access to his/her own faculty records and all other evaluative material, written or oral, accepted by any administrator, personnel review committee, or person of this institution relating to a faculty member's conduct, renewal or appointment, promotion, tenure, or post-tenure review except as provided in paragraphs a and b below:
