

B. ACCESS BY OTHER PARTIES

University policy and State and Federal laws recognize the individual’s right to privacy, as well as the public’s right to know about the governance of public institutions. In order to clarify access rights of the individual to whom academic personnel records and personnel review files pertain and third-party disclosure rights, University policy classifies information as confidential, non-confidential, personal, or non-personal.

All requests for access to information in academic personnel records should be made to the Vice Provost for the Faculty (VPF). This applies to all files, wherever they are maintained.

Chart 1002-1 Summary of Types of Academic Personnel Records and Candidate Access Policies			
Category	Documents	Classification	Candidate Access Policy*
1	Solicited internal or external student/colleague letters of evaluation requested by Candidate (usually not by formal letter)	Confidential	May receive redacted copy
2	Unsolicited internal or external letters of evaluation not submitted by Candidate	Not part of case discussion & not placed in Case File	No Access
3	Candidate- or School-suggested external letters of evaluation	Confidential	May receive redacted copies before department recommendation or after final decision
4	Letters Case Analysis	Non-Confidential & Confidential	May receive copy with committee membership redacted
5	Unsolicited letters added to file by Candidate	Non-Confidential	May receive copy intact
6	Transmittal memo (Department Vote)	Confidential	May receive redacted copy
7	Dean's letter	Non-Confidential	May receive copy intact after final decision
8	Qualifications of outside letter writers	Confidential	No Access
9	Teaching Evaluations	Non-Confidential	May receive copy intact
10	Request from CAP for Additional Information	Non-Confidential	May receive copy and has opportunity to respond
11	Other Documents/Reports Additional information submitted by department or by Chair on behalf of department and certified by Candidate	Non-Confidential & Confidential	May receive copy of additional information submitted for further consideration; may receive copy of redacted confidential material; may request opportunity to respond
12	CAP Report	Non-Confidential	May receive redacted copy after the final decision
13	Chancellor's or Designee's Final Decision	Non-Confidential	Receives copy after the final decision

*The **Procedural Safeguard Statement** ensures that the candidate is given the opportunity to exercise his or her rights to access.

ACCESS BY ALL OTHER PARTIES

Access by University officers and employees to confidential information shall be strictly limited to those officers and employees who need such access in the performance of their officially assigned duties, provided that such access is related to the purpose for which the information was acquired. Governmental agencies have access to confidential information when required by State or Federal law.

REQUESTS FOR MODIFICATION TO ACADEMIC PERSONNEL RECORDS

An individual may request, in writing, from the Vice Provost for the Faculty (VPF):

- That a statement of fact in an Academic Personnel Record pertaining to that individual be corrected;
- That material be deleted if it was improperly included; or
- That a statement by the individual, in response to material in the Academic Personnel Record of the individual, be included in that record.

All requests from individuals that their own records be amended (other than routine updates, etc.) should be put in writing and should include a clear statement of the change desired and the reason for it. The statement may be sent to the VPF via the Academic Personnel Office.

Within a reasonable time period (not more than 30 calendar days), the VPF will, with advice from the Committee on Academic Personnel, determine whether the requested correction or deletion will be made. In any event, the individual has the right to have inserted into the appropriate record any statement he or she wishes in response to or commenting upon the challenged material.

D. REFERENCES: UNIVERSITY POLICY

APM 158, Rights of Academic Appointees, Including Rights Regarding Records

APM 160, Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of

APM 160, Appendix A, Supplemental Information Regarding Academic Policy 160

APM 160, Appendix B, Additional Academic Personnel Policies Pertaining to Academic Records

APM 220-80, Recommendations and Review - General Procedures