

ARTICLE 8. PERSONNEL FILES

The purpose of this Article is to specify the means of implementation of ORS 351.065.

Section 1. Except as set forth in this Article, a bargaining unit faculty member shall have full access to the member's personnel files and personnel records kept by the university upon reasonable request during normal business hours. The number of files relating to ~~the evaluation of~~ a bargaining unit faculty member shall be limited to three, to be kept in designated, available locations: (1) in an academic or research unit; (2) in a college or school; and (3) in Academic Affairs or Human Resources. ~~A Bargaining unit faculty members shall have the right to inspect and request a copy of each of these their files upon reasonable request at no cost to the bargaining unit faculty member, and may be accompanied by a representative of his or her own their choice at the location of the file. Bargaining unit faculty members shall be provided a copy of each of their files, at no cost to the bargaining unit faculty member, within 48 hours of requesting a copy.~~

Section 2. Personnel files and records are subject to restrictions on ~~third-party~~ access except upon a finding by the President or designee that the public interest in maintaining ~~individual~~ ~~a bargaining unit faculty member's~~ rights to privacy ~~in an adequate educational environment~~ would not suffer by disclosure of such records. Access to such records may be limited to designated classes of information or persons, or stated times and conditions, or to both, but cannot be limited for records more than 25 years old.

Section 3. When evaluating bargaining unit faculty members, the University may not solicit or accept letters, documents or other materials, given orally or in written form, from individuals or groups who wish their identity kept anonymous or the information they provide kept confidential, except to the extent that the bargaining unit faculty member consents in writing. Any evaluation received by telephone shall be documented in the bargaining unit faculty member's file by means of a written summary of the conversation with the names of the parties to the conversation identified.

Section 4. ~~No evaluative or disciplinary information shall be placed in the personnel file without the signature of the bargaining unit faculty member. The bargaining unit faculty member shall be required to sign such information and may request the following disclaimer: "This signature confirms only that the supervisor has discussed this information and provided me a copy, but does not indicate agreement or disagreement."~~

~~**Section 5.** If a bargaining unit faculty member should become aware that his or her personnel file contains errors of fact or omission, the bargaining unit faculty member may petition, in writing, the Provost or designee to remove or correct the information.~~

1 **Section 5.** A bargaining unit faculty member is entitled to submit, for placement in the
2 three evaluative files, evidence rebutting, correcting, amplifying, or explaining any
3 document contained therein and other material that the member believes might be of
4 assistance in the evaluation process.