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3 **ARTICLE 8. PERSONNEL FILES**

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

5 **Section 1.** The University's maintenance of bargaining unit faculty members' personnel files  
6 and personnel records and a bargaining unit faculty member's access to those files and records  
7 shall be in accordance with established university policy.

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9 **Section 2.** A bargaining unit faculty member shall have the right to inspect each of his or her  
10 three evaluative files upon reasonable request during normal operating hours and may be  
11 accompanied at the location of the file by a representative of his or her own choice.

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13 A bargaining unit faculty member shall have the right to receive a copy of each of his or her  
14 three evaluative files within ten days of a reasonable request at no cost to the bargaining unit  
15 faculty member.

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17 Access to personnel files as described in this section are subject to the limitations of applicable  
18 state and federal laws.

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20 **Section 3.** A bargaining unit faculty member shall have the right to inspect of each of his or her  
21 personnel records, including records kept by Affirmative Action, upon reasonable request  
22 during normal operating hours and may be accompanied at the location of the record by a  
23 representative of his or her own choice.

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25 A bargaining unit faculty member shall have the right to receive a copy of each of his or her  
26 personnel records, including records kept by Affirmative Action, which has probable or actual  
27 relevance to an active grievance ~~within ten days of a reasonable request related to an active~~  
28 ~~grievance~~ and the first 2.5 hours of chargeable staff time related to the production of these  
29 documents will be waived. If requested records are not produced within 21 days, the active  
30 grievance shall be tolled until the records are produced.

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32 Access to personnel records as described in this section are subject to the limitations of  
33 applicable state and federal laws.

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35 **Section 4.** A bargaining unit faculty member is entitled to submit, for placement in  
36 personnel files or records, evidence rebutting, correcting, amplifying, or explaining any  
37 document contained therein.

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