



# **Handbook of Operating Procedures**

**Section:** 6.5.11  
Originally Approved: 10/05/1990  
Last Amended: 2/01/2008  
Last Reviewed: 2/01/2008  
Page: 1 of 2

---

## **FACULTY FILES**

### **A. Purpose**

The purpose of this policy is to advise faculty of their right of access to faculty files.

### **B. Persons Affected**

This policy applies to faculty and to administrators, staff and people duly authorized in writing who have access to faculty files.

### **C. Policy**

The policy of The University of Texas-Pan American is:

#### 1. Faculty Files

- a. The official faculty files are located in the Office of the Provost/Vice President for Academic Affairs. Additional files may be located in the college and department offices.
- b. Employee personnel files are located in the Office of Human Resources (see Personnel Files, *Handbook of Operating Procedures (HOP)*, [Section 7.3.1](#)).

#### 2. Access to Faculty Files

- a. Faculty shall have access to all material, reports, documents and correspondence in his or her faculty files and employee personnel files to the extent authorized by law.
- b. Only appropriate administrators, staff, and people duly authorized in writing by the faculty member shall have access to faculty files, except for those matters which are public record.

### **D. Definitions**

Not applicable.

### **E. Responsibilities**

Not applicable.



# Handbook of Operating Procedures

**Section:** 6.5.11  
Originally Approved: 10/05/1990  
Last Amended: 2/01/2008  
Last Reviewed: 2/01/2008  
Page: 2 of 2

---

## FACULTY FILES

### F. Procedures

#### 1. Reproduction of File for Faculty

- a. Copies of all or a portion of his or her own faculty file may be requested in writing by the faculty member. Written requests are to be made to the appropriate office. Except as authorized by law, the faculty member shall promptly, but not later than ten working days of the request, be provided with a copy of the requested items.
- b. The faculty member shall be assessed all reproduction costs for all materials requested.

#### 2. Placement of Material in Faculty Files

When written materials are received from off or on campus by individuals, committees, administrators, agencies, etc., which are to be for placement in a faculty file, a copy shall be provided to the faculty member within seven working days. The campus administration shall bear the cost of duplicating such items.

#### 3. Correction of Material in Files

If, after examination of his or her file, a faculty member believes any of the material is not accurate, relevant, timely or complete, he or she may prepare a written statement and submit it to the appropriate authority, i.e., the Office of the Provost/VPAA, college, department or Office of Human Resources, to be placed in his or her file.

#### 4. Appeal for Corrective Action

Faculty who have submitted a written statement of objection to be placed in his or her faculty file may then follow the guidance in *HOP* [Section 6.2.8, Faculty Grievance](#) for corrective action.

### G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following stakeholders:

1. Vice Provost for Faculty Affairs – Senior Reviewer
2. Council of Deans
3. Faculty Senate Chair
4. Director of Human Resources