

5-12-1994

SR-93-94-49R (FPC)

Marshall University

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FACULTY PERSONNEL COMMITTEE
RECOMMENDATION

Rec'd 10/05/94
President's Office

SR-93-94-49R (FPC)

To approve the attached "Faculty Personnel File - Record of Access Procedures" and "Faculty Personnel File - Record of Access" form. The current form and procedures should be discontinued.

RATIONALE: To provide a more effective tracking and security system for faculty records.

FACULTY SENATE PRESIDENT:

APPROVED
BY SENATE: Bertram W Gross DATE: 5/12/94

DISAPPROVED
BY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: [Signature] DATE: 10/10/94
DISAPPROVED: _____ DATE: _____

COMMENTS:

FACULTY PERSONNEL FILE - RECORD OF ACCESS

PROCEDURES

ACADEMIC VICE PRESIDENT'S OFFICE PERSONNEL:

1. Complete form as required whenever file is used.

ALL OTHERS:

1. Schedule appointment to review file.
2. Provide identification before reviewing file.
3. Complete form as required upon reviewing file.

ACCESS:

Individual faculty member
Authorized personnel (need to know basis)
President's Office
Academic Vice President's Office
Institutional Research
Dean's Office
General Counsel's Office
Departmental Chairperson
State, County, Federal Government
Accreditation Associations
Affirmative Action/Human Resources

