

**Proposal for Amendment to the University Handbook (“change 16?”)
(as amended and approved by the Faculty Senate on 1/19/07)**

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| Recommendation 1 | Every faculty member must be informed when letters of complaint, reprimand, admonition and/or commendation are placed in his or her permanent personnel file. |
| Recommendation 2 | The identity of the individual(s) deciding to place said document in the permanent personnel file must be made known to the faculty member affected. |
| Recommendation 3 | All letters of complaint placed in the permanent personnel file must be substantiated in writing by the Provost of the University. A written record of all investigative procedures and findings must accompany all letters of complaint. |
| Recommendation 4 | Faculty members must have the right of rebuttal to all letters of complaint included in their permanent personnel file. |
| Recommendation 5 | Letters of complaint which have not fulfilled the requirements of Recommendations 1-4 above will be removed from the permanent personnel file and returned to the faculty member in their original form. <i>Copies</i> of said complaints will not be included in the permanent personnel file. |
| Recommendation 6 | These policies will <i>also</i> apply to faculty files which may reside in the Office of the President of the University, the Office of the Dean of the affected faculty member, the Office of the Director of Human Resources, the Office of the Chair of the affected faculty member, and any other administrative office. |