

## **ARTICLE 25 PERSONNEL FILES**

- A. Each School/College shall designate a file within the School/College/Department as the official personnel file for each adjunct faculty member. The contents of this file shall include, at minimum, appointment letters for all appointments following ratification of the 2017 agreement and any CV or other professional information provided to the department. It shall also include any of the items listed below in Section D, if they exist. It shall not include TAUP membership information.
- B. Paragraphs C through J of this Article shall apply to adjunct personnel files.
- C. Temple shall maintain one official personnel file for each of its bargaining unit members.
- D. The personnel file shall include but not be limited to:
1. Personal data similar to that on the university Employee Data Form. Records related to employment status, benefits, and payroll will be maintained by Temple as needed;
  2. Documentation of the existence and availability of information related to the employee's academic and professional accomplishments submitted by the individual and placed in the file with the approval of the Dean or appropriate administrator. Such approval shall not be unreasonably withheld;
  3. Records generated by Temple relevant to employment history and personnel decisions affecting the individual's compensation and/or employment status;
  4. Memoranda of discussions, if they exist, between the employee and their Department Chairperson or supervisor relating to evaluations of the employee's professional performance signed by both;
  5. Observation reports of the employee's professional performance signed by the observer and the employee;
  6. Written material concerning appointment, reappointment, promotion, tenure, completion of the probationary period, and merit increases.
- E. Anonymous material and material irrelevant to the professional progress of the individual and material known to be false shall not be included.
- F. Material deemed to be derogatory toward an individual's professional conduct, service, or character shall not be placed in the personnel file without first being shown to the individual involved.
- G. Material placed in the official file will be date-stamped, i.e., the date on which it is entered in the file.

H. Copies of memoranda of transmittal for promotion and tenure shall be included in the official personnel file.

I. Within five days of receipt of written request to the responsible individual, the employee shall have access to the file with the exclusion of pre-employment material. Such access shall be only in the presence of someone in authority in the office, but the employee may invite one other bargaining unit member to accompany them. The text of peer evaluations will be available to the employee, minus identification of the individual who wrote the evaluation.

J. If a bargaining unit member alleges that some of the contents in their file are false, they may place a brief statement to that effect in the personnel file.

K. The file shall, upon request, be open to duly authorized personnel who are charged with responsibility in the areas of evaluation, promotion, tenure, probation, reappointment, or the processing of grievances.

L. In the event that a file is subpoenaed in accordance with the law, notice shall be sent to the bargaining unit member before examination of the file takes place.