

NUMBER: ACAF 1.30  
SECTION: Academic Affairs

SUBJECT: Access to Tenure and Promotion Application Files  
DATE: February 1, 1995

Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: James C. Moeser  
Issued by: Provost's Office

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## I. Policy

A. The University allows individual faculty members fullest possible access to their files consistent with maintaining the confidentiality of materials included.

B. Unless explicitly collected with a different understanding, evaluative statements, recommendations and vote justifications from colleagues, administrators or outside references are considered confidential.

1. Votes of the unit, department or college tenure and promotion committees will not be revealed to individuals under consideration. However, as part of the formal grievance procedures they may request through the dean's office the voting results of the University Committee on Tenure and Promotions (or relevant campus-level faculty tenure and promotion committee).

2. Deans have access to the complete tenure and promotion files of faculty in their colleges, including comments from the provost (or vice chancellor on the four-year campuses) and the record of vote and vote justifications of the University Committee on Tenure and Promotions (or relevant four-year campus-level faculty tenure and promotion committee, or the Regional Campuses Tenure and Promotion Committee). Deans are authorized as part of the formal grievance procedures to give individuals summaries of their files, provided the summaries are approved first by the Office of the Provost.

3. The appropriate campus Faculty Grievance Committee in its official capacity has full access to individual files.