

NUMBER: ACAF 1.30  
SECTION: Academic Affairs  
SUBJECT: Access to Tenure and Promotion Application Files  
DATE: February 1, 1995  
REVISED: August 27, 2010  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Michael D. Amiridis  
Issued by: Provost's Office

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I. Policy

- A. The University allows individual faculty members the fullest possible access to their tenure and promotion 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 an individual under consideration. However, as part of the formal grievance procedures, the faculty member may request, in writing, via the college dean, the voting results of the University Committee on Tenure and Promotion for the Columbia campus, the Regional Campuses Tenure and Promotion Committee for the Regional campuses, or the appropriate Senior campus tenure and promotion committee.
  - 2. Deans and other administrators of equal or higher rank involved in the tenure and promotion process have access to the complete tenure and promotion files of faculty in their academic units, including comments from the provost for Columbia and the regional campuses as well as from the system vice provost for the regional campuses or from the chancellor and executive/senior vice chancellor on the senior campuses.

In addition, the deans and these other administrators have access to the record of vote and vote justifications of the University Committee on Tenure and Promotion for Columbia, the Regional Campuses Tenure and Promotion Committee for the Regional campuses, or the relevant Senior campus-level faculty tenure and promotion committee.

Upon request from the candidate, deans and these other administrators as appropriate are authorized as part of the formal grievance procedures to prepare and give individuals written summaries of the candidate's files, provided the summaries are approved first by the Office of the Provost for the Columbia campus, the system vice provost for the Regional campuses and the appropriate executive/senior vice chancellor for the Senior campuses.

3. After the candidate has received a summary of the file from the dean or other administrator as appropriate, the candidate may request a copy of his or her file under the Freedom of Information Act (FOIA). The request should be made in writing to the Office of the General Counsel, who will provide a redacted file to the candidate within the time frame required by the FOIA.
4. The appropriate campus Faculty Grievance Committee, in its official capacity, has full access to individual files .

## II. Related Policies

University Policy: UNIV 2.00 Freedom of Information Policy

## III. Reason for Revision

Revised to make the policy applicable to the all campuses within the USC system and to include information regarding FOIA requests.