

<b>ADMINISTRATIVE DIVISION</b> ACAF Academic Affairs		<b>POLICY NUMBER</b> ACAF 1.30
<b>POLICY TITLE</b> Access to Tenure and Promotion Application Files		
<b>SCOPE OF POLICY</b> USC System	<b>DATE OF REVISION</b> June 13, 2023	
<b>RESPONSIBLE OFFICER</b> Executive Vice President for Academic Affairs and Provost	<b>ADMINISTRATIVE OFFICE</b> Office of the Provost	

**PURPOSE**

The university allows individual faculty members the fullest possible access to their tenure and promotion files consistent with maintaining the confidentiality of materials included.

**POLICY STATEMENT**

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

**PROCEDURES**

- A. 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.
- B. 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 chancellor 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.

- C. 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.
- D. The appropriate campus Faculty Grievance Committee, in its official capacity, has full access to individual files.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[UNIV 2.00 Freedom of Information Policy](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
February 1, 1995	New policy approval
October 31, 2016	Policy reviewed October 2016. No substantive changes needed.
June 13, 2023	Updated to standard template