



College of Education and Behavioral Science – Procedure Manual

Effective Date: 7/1/97

Procedure Number: 02 - 02

Section: Faculty

Subject: **College Policy on Personnel Files**

The College is committed to safeguarding the rights of faculty from unwarranted intrusion into personnel files. Access is limited to the faculty member and to those who have a legal responsibility for personnel decisions affecting the faculty member on whom the file is maintained. In order to balance the “right to know” with the “right to privacy”, the College adheres to the university policy as outlined in the *Faculty Handbook, II.n. Faculty Employment Files, pages 44-46*.