

COMMUNITY COLLEGE OF VERMONT

FACULTY RECORDS POLICY

December 17, 1993

Revised May 1, 2025

See also:

Complaint Resolution policy

VSC Policy 209: Records

Retention policy

Vermont Teacher's Oath

Faculty Hiring Criteria and

Conditions of Employment
policy

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POLICY

The College will maintain confidential personnel files to reflect the work history of its faculty members.

PROCEDURES

1. Faculty records will be maintained by CCV as defined by the Vermont State College's Record Retention policy and in accordance with the provisions of the Collective Bargaining Agreement.
2. The following items are included in each faculty member's record:
 - a. assignment contracts;
 - b. required federal, state, and VSC documents such as, but not limited to, an I-9, W-4, and Vermont Teacher's Oath;
 - c. resume and teacher information form, updated as needed;
 - d. official transcripts from all degree-granting institutions attended;
 - e. course evaluations;
 - f. documentation of acceptable substitute for master's degree when a relevant exception has been made to the Faculty Hiring Criteria and Conditions of Employment Policy;
 - g. evaluations of faculty performance; and
 - h. Official correspondence between the College and the faculty member.
3. Faculty can access much of the information in their personnel files through the CCV portal and may obtain other personnel material maintained by CCV upon request from Human Resources. Human Resources shall respond to the request within five (5) business days of receipt of request.

4. Faculty records will be maintained in confidence by the College, with access limited to those directly involved in the administration, analysis, or evaluation process related to a particular faculty member's record. Exempted from this protection are matters of public information, currently classified as faculty member's name, title, address, email address, and dates of contractual service.
5. Faculty members may respond in writing to any material kept in personnel files, and have responses added to their files.
6. Materials may be removed from a faculty member's record as a routine necessity (as in the case of culling outdated materials) at the College's discretion or upon mutual agreement of the instructor and the academic dean.
7. All appeals of decisions regarding the addition or removal of materials should be made in accordance with the Complaint Resolution policy.