

# COMMUNITY COLLEGE OF VERMONT

## FACULTY RECORDS POLICY

*See also:*

*Complaint Resolution policy*

*VSC Policy 209: Records Retention policy*

*Vermont Teacher's Oath*

December 17, 1993

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Page 1 of 1

### 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.
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 at least every three years;
  - d. official transcripts from all degree-granting institutions attended;
  - e. course evaluations;
  - f. documentation of acceptable substitute for master's degree;
  - g. evaluations of faculty performance; and
  - h. correspondence between the College and the faculty member.
3. Active faculty members may review and examine all documents in their records, in accordance with VSC records policies. Faculty members may have one copy of items contained in their files without charge; multiple copies of materials requested by the instructor may be provided at cost to the instructor.
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 Materials may be removed from a faculty member's record as a routine necessity (as in the case of culling outdated materials) at the College's discretion or upon mutual agreement of the instructor and the academic dean.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.