

---

## FACULTY FILES

---

### A. Purpose

To provide procedures regarding the maintenance of and access to faculty files at The University of Texas Rio Grande Valley (UTRGV).

### B. Persons Affected

This policy applies to faculty and to administrators, staff and people who have access to faculty files at UTRGV.

### C. Policy

To satisfy federal and state regulatory requirements and to meet accreditation and operational needs, UTRGV will maintain an official faculty file for each member of the UTRGV faculty.

### D. Procedures

#### 1. *Maintaining Faculty Files:*

- a. Official faculty files will be maintained in the offices of the appropriate Executive Vice President (EVP). Additional files may be located in the college and department offices.
- b. Employee personnel files are located in the Office of Human Resources. See HOP ADM 4-107, Personnel Records.

#### 2. *Access to Faculty Files:*

- a. Faculty shall have access to all material, reports, documents and correspondence in his or her faculty files and employee personnel files to the extent authorized by law.
- b. Only appropriate administrators, staff, and people duly authorized in writing by the faculty member may access faculty files on an as-needed basis for business purposes. Any employee who accesses faculty files may disclose the information accessed only when there is a business need for such disclosure.
- c. Information in faculty files may be released (a) in compliance with judicial order or subpoena, (b) in compliance with the Texas Public Information Act, or (c) to representatives of state or federal agencies pursuant to authority granted to them by statute or regulations.
- d. These policies and procedures are in conformity with the Texas Public Information Act and the Open Records Decisions issued by the Texas Attorney General pursuant to the Act.

3. *Reproduction of File for Faculty:*

- a. Copies of all or a portion of his or her own faculty file may be requested in writing by the faculty member. Written requests are to be made to the appropriate office. Except as authorized by law, the faculty member should promptly be provided with a copy of the requested items.
- b. The faculty member may be assessed all reproduction costs for all materials requested.

4. *Placement of Material in Faculty Files:*

When written materials are received from off or on campus by individuals, committees, administrators, agencies, etc., which are to be for placement in a faculty file, a copy should be provided to the faculty member.

5. *Correction of Material in Files:*

If, after examination of his or her file, a faculty member believes any of the material is not accurate, relevant, timely or complete, he or she may prepare a written statement and submit it to the office of the appropriate EVP, college, department or the Office of Human Resources, to be placed in his or her file.

6. *Appeal for Corrective Action:*

Faculty who have submitted a written statement of objection to be placed in his or her faculty file may then follow the guidance in HOP ADM 6-111 Faculty Grievance for corrective action.

**E. Definitions**

1. College – An academic unit organized within the university, which is usually comprised of many departments or provides programs in multiple academic specialties/professional instruction. This academic unit may be referred to as a college or school, and is led by a dean reporting to a designated executive vice president.
2. Department – An academic unit organized within a college, usually devoted to a particular academic discipline. This academic unit may be referred to as a department, school, or center, and the unit's head (usually a chair or director) reports to the dean of the college.

**F. Related Statutes or Regulations, Rules, Policies, or Standards**

UTRGV HOP ADM 4-107, Personnel Records

UTRGV HOP ADM 6-111, Faculty Grievance

**G. Dates Reviewed or Amended**

Amended on August 13, 2019.