

ARTICLE 26

PERSONNEL FILES

Section 1. College Responsibility. Each college shall maintain at the college one (1) official personnel file for each faculty member. Such file shall contain personnel transactions, official correspondence with the faculty member, disciplinary actions, and other data relevant to the faculty member's performance of duties. Unsigned letters, unsigned statements, or unsigned evaluations shall not be placed in this file except as specified in Section 2 below. Access to data in the personnel file shall be granted only in accordance with the Minnesota Data Practices Act (M.S. Chapter 13). With respect to private data, access shall be provided to other persons after presentation to the college of written authorization from the faculty member.

Section 2. Faculty Member Rights. A faculty member shall have the right to place such material in the personnel file that s/he determines has a bearing on the faculty member's performance of duties. Upon the request of the faculty member, the college shall provide two (2) copies of the contents of the personnel file. For any additional copies of the personnel file, the faculty member shall pay the standard per page copying fee for copying the file.

Upon written request, the faculty member's file should be delivered within three (3) working days to the faculty member's home campus in a secure, sealed envelope to be opened in the presence of the faculty member and the college president or designee.

The faculty member's signature is required to be on each performance related item in the file to acknowledge receipt of the document. If the faculty member refuses to sign the document within three (3) duty days of receipt, the document may be placed in his/her file without such signature. Documents of anonymous origin relating to a faculty member's performance shall not be placed in the file without a cover letter explaining the circumstances under which the document was received by the administration. Individual student evaluations shall not be placed in the file.

Article 26 and Article 27

Prior discipline may be used against the faculty member for purposes of further progressive discipline only if such prior discipline is documented and maintained in the faculty member's personnel file.

Annually, any material that a faculty member requests be removed from file shall, with the approval of the college president, be removed. A faculty member shall upon request have the following data removed from file:

1. Written reprimands after two (2) years provided that no further discipline has been taken against the faculty member during the interim.
2. Written records of suspension of ten (10) days or less after five (5) years provided that no further discipline has been taken against the faculty member in the interim.