

INFORMATION AND REQUEST FOR
ACCESS TO FACULTY EVALUATION FILES

The following procedures are to be followed by faculty members seeking access to his/her evaluation file:

1. A request for access (see below) must be completed. Files are to be reviewed and returned during regular business hours.
2. No materials may be removed from this file. No alterations to contents are permitted.
3. Notes may be taken about file contents, but copies will not be permitted without specific exceptions made by the Provost.
4. Written submission of statements contrary to the contents of any portion of the file will be accepted and made part of the file.

REQUEST FOR ACCESS TO FACULTY EVALUATION FILES

Name _____

Date of Request _____

Time of Request _____

I request access to my evaluation file for the purpose stated below.

Signature _____

PLEASE NOTE: A MINIMUM OF 24 HOURS IS REQUIRED, FOR ADMINISTRATIVE PURPOSES, BETWEEN THE TIME OF SIGNING THIS REQUEST AND VIEWING YOUR FILE.

Established Review Date _____

Time _____

Received by _____