

PERSONNEL RECORDS

Policy:

Files which contain personal and professional data on College employees will be maintained in the appropriate administrative office.

Procedure:

A copy of each faculty and administrative member's application for employment, official transcript(s), letters of recommendation, evaluation reports, and other necessary data will be kept in files in the Office of the Vice President for Instruction. All administrators' records will be kept in the President's Office. This personal and professional data shall be available to other appropriate administrators. Faculty members may see their personal folder by checking with their supervisor.

Support staff personnel records will be maintained by the immediate supervisor.

This information will be protected in accordance with the Privacy of Information Act.