

BOT-UFF POLICY 6: EMPLOYEE RECORDS**I. Purpose**

To establish what constitute faculty employment records and provide a means for university employees to inspect such records.

II. Policy

A. Each University employee shall have the right to access records related to their employment at the University. These records include but are not limited to:

1. Initial appointment letter and any changes to appointment
2. Records of annual compensation
3. Documented conflicts of interest
4. Employee leaves
5. Approved annual evaluations
6. Third-year review decisions
7. Tenure and/or promotion decisions
8. Post-tenure review decisions
9. Outcomes of performance improvement plans
10. Participation in employee assistance programs
11. Sabbatical and professional development documentation
12. Annual assignments
13. Responses by faculty to any evaluations, or other items included in the records enumerated above.

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B. Access

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The University shall take all reasonable steps to ensure the records enumerated above are housed securely online and are made available to the employee. A list of these records and the means of accessing them shall be included in the FIU Faculty Handbook.