

SAN JOSE STATE UNIVERSITY
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SAN JOSE, CA 95192

S12-2, Policy Recommendation, Faculty Personnel Records:

Policy S12-2.

At its meeting -19.

On May 4, 2020, Pre

Mary A. Papazian approved and signed Amendment A to University Policy S
Amendment A is included below.

HISTORY:

The proposed policy amendments were generated in response to a preliminary finding from an Academic Personnel Audit that was conducted at San José State University by auditors from the CSU Office of the Chancellor. In reviewing S73-19, other inconsistencies were found. The additional amendments to the policy are needed to align the policy with the CFA/CSU Collective Bargaining Agreement and Academic Senate policy S98-8.

In addition, the original policy S73-19 uses the masculine pronoun for all references to faculty. To make the policy more inclusive, the multiple uses of “his” and “he” throughout the document have been changed to “his/her” and “s/he.”

FACULTY PERSONNEL RECORDS: Confidentiality and Access

Rescinds and Replaces S73-19

a. An official personnel file for each faculty member is maintained in the Office of Faculty Affairs. The Associate Vice President of Faculty Affairs is the official custodian for the academic personnel record retention schedule for such personnel files. The file is a permanent record of the faculty member's association with the University and serves as the basis of official reports and judgments. The file is not open to the public, but it is open to qualified persons as provided herein or as authorized by the President. Neither the file nor any part thereof may be removed from the Office of Faculty Affairs