

## **Article 18 – Official Files**

### 18.01 General

- a) The Employer shall maintain one Official File for each Teaching Faculty Member from the time of first appointment. This file shall be kept in the Office of the Provost. The Provost's office will maintain an inventory sheet for each Teaching Faculty Member's file.
- b) A Teaching Faculty Member's Official File shall be treated as confidential.
- c) Copies of some or all of the materials found in the Official File may be used for normal administrative purposes. Copies may be filed elsewhere for such purposes. The Human Resources department will maintain separate files necessary for the administration of the Teaching Faculty Member's employment, compensation and benefits.
- d) Electronic documents required for inclusion, including e-mails, must be printed in hard copy and placed in the Official File.

### 18.02 Contents

- a) No material shall be placed in a Teaching Faculty Member's Official File which is anonymous or which cannot be supplied to the Teaching Faculty Member as provided in this Article. Any such material which is placed in error in a Teaching Faculty Member's Official File shall be removed from the file as soon as the error is discovered.
- b) All material added to the Official File shall show the date of inclusion in the file.
- c) The documents and materials to be retained in the file are the following:
  - i. Initial letter of appointment;
  - ii. Evidence of degrees obtained;
  - iii. A curriculum vitae to be provided by the Teaching Faculty Member;
  - iv. Course evaluations;
  - v. Performance evaluations;
  - vi. A Teaching Dossier;
  - vii. The Teaching Faculty Member's annual reports;

- viii. Copies of certificates or records of professional development or achievement;
- ix. Continuing Appointment Letter;
- x. Material relating to any approved leave of absence;
- xi. Material relating to salary changes;
- xii. Teaching Faculty Member's comments about documents in the file attached to the relevant document(s);
- xiii. Letters of discipline;
- xiv. Signed letter(s) of commendation or complaint;
- xv. Any other materials, pertaining to the Teaching Faculty Member's employment with the University, included by the Employer with a copy to the Teaching Faculty Member; and
- xvi. Any other materials provided by the Teaching Faculty Member for inclusion in the file.

#### 18.03 Teaching Faculty Member Rights/Access

- a) A Teaching Faculty Member shall have the right, during normal business hours with two (2) Days' notice, to examine and receive copies of any of the material in his/her Official File.
- b) Except as herein provided, no material shall be removed from a Teaching Faculty Member's Official File except by mutual consent of the Teaching Faculty Member and the Dean.
- c) No material from a Teaching Faculty Member's Official File will be made available to a third party without the consent of the Teaching Faculty Member, unless:
  - i. a law requires that the material be provided to a third party in which case the Teaching Faculty Member will be notified,
  - ii. the provision of specific material is required by a third party for the administration of a benefit plan or pension plan for which the Teaching Faculty Member is entitled, or
  - iii. this Collective Agreement requires that the material be provided to a third party.