

QUEENSBOROUGH **CU**
COMMUNITY COLLEGE **NY**
Faculty and Staff Relations - Room A-410
Telephone: 718 631-6243 Fax: 718-631-6065

MEMO

TO: Department Chairpersons
Administrative Directors

FROM: Liza Larios, Assistant Dean, Human Resources & Labor Relations

DATE: November 13, 2008

ADVISORY MEMORANDUM NO. 7
PERSONNEL FILES

All instructional staff members have two personnel files. One file, the 'personal' personnel file, is maintained in the Office of Faculty & Staff Relations (A-410) and the other file, the 'administration' file, is maintained in the President's Office. *There are to be no other files used for the purposes of performance review and/or making employment recommendations.*

Personal File

Documents

All documents generated by the department in connection with an employee's evaluation of performance, including guidance, should be sent to the Office of Faculty & Staff Relations, in a timely fashion, for initialing and submission to the member's personal file. This file includes, but is not limited to, updated curriculum vitae, annual evaluations, observations, official student evaluations, memoranda of discussions relating to the evaluation of the employee's performance and may include other pertinent documents, such as letters of appreciation, as requested by the employee or supervisor.

NOTE: It is the supervisor's responsibility to address performance issues with the employee, give guidance, and memorialize performance discussions and guidance in a memo that is submitted to the personal file.

Initialing

All instructional staff employees are notified about and asked to initial documents that are submitted to the Office of Faculty & Staff Relations for inclusion in the member's personal file. This process (1) informs the employee of the existence of the document (although it is expected that the employee should have already received the document by hand service or through college or U.S. mail); and, (2) allows the employee the opportunity to respond to or rebut the information in the document. An electronic memorandum is sent to the employee informing him/her of the document, along with an

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invitation to visit the Office of Faculty & Staff to review and initial the document. If the document is not initialed after a period of time has elapsed, it will be placed in the personal file with the notification memorandum.

Employee's Access to Personal File

Employees are encouraged to review the contents of their personal files regularly. They may do so by calling the Office of Faculty & Staff Relations, extension 6243, to schedule an agreeable time.

Committee Members' Access to an Employee's Personal File

It is recommended that elected members of Department Personnel & Budget Committees, Faculty P & B Committee and Academic Review Committee review a member's personal file in the Office of Faculty & Staff Relations prior to voting on the member's appointment, reappointment, promotion, tenure or appeal action. Faculty personal files are made available for review at all Faculty P & B meetings, as well as at meetings of the Academic Review Committee. Department P & B Committees that would like to have the personal file available to them when they convene may schedule their meetings in A-411 for confidential access to the file. (Please contact the Office of Faculty & Staff Relations, ext. 6243, to schedule use of the Conference Room.)

Administration File

All documents connected to the member's employment, promotion and tenure appointments will be maintained in the Administration file in the President's Office. This file will include employment documentation such as (but not limited to) application, original letters of reference, official transcripts and other items related to the employee's credentials. This file will also include updated Administration Forms as records of votes regarding all appointment, promotion and tenure recommendations.

The contents of the Administration file are only available to those committee members who are directly responsible for the review and recommendation of an employee's appointment, reappointment, tenure and promotion.

References

Article 19 of the Agreement between CUNY and the Professional Staff Congress
Max/Kahn Memorandum