

GENERAL UNIVERSITY POLICY
REGARDING ACADEMIC APPOINTEES

APM - 158

Rights of Academic Appointees, Including Rights Regarding Records

158-0 **Policy**

In order to declare and implement clearly and effectively the rights of academic appointees in relation to the academic personnel process and records, the following rights are set forth:

- a. The right that the University maintain records containing information pertaining to individuals only to the extent necessary and relevant for official University purposes.
- b. The right to privacy with respect to such records maintained by the University.
- c. The right to have access to non-confidential documents in such records, and the right to obtain a redacted copy of confidential academic review records. (See [APM - 160-20-b and c](#)).
- d. The right to request corrections of fact or deletions of errors in fact in such records and to make additions to such records.
- e. The right of individuals to contribute meaningfully to the review process in academic personnel actions affecting them.
- f. The right that final administrative decisions concerning appointment, promotion, merit increase, appraisal, reappointment, nonreappointment, and terminal appointment be based solely upon relevant materials contained in individuals' personnel review files.
- g. The right to have safeguards in the academic personnel process, including an effective grievance mechanism, which will provide opportunity for inquiry into alleged procedural improprieties in that process.