**RETENTION OF PROMOTION AND TENURE RECORDS IN THE COLLEGE OF HUMAN ECOLOGY**

Restricted tenure and promotion notebooks are now in electronic format and are retained in a shared drive.  They are only accessible to the Senior Associate Dean for Research and Graduate Education, the Dean’s Assistant, the Director of Human Resources, and the Records and Information Manager.

The notebooks are retained until the individual has been no longer active in the College for three years and at that time they are reviewed by the Records Manager and the items listed below (in bold) are printed and retained in the individual’s biographical file retained in the University Archives and the rest of the notebook is deleted.

* **Department Chair’s letter to the Dean**
* **Curriculum Vitae for career at the date of last involvement with the college**
* **Job Description**
* **Personal Statement**
* **Letter of evaluation related to major areas or responsibility**
* **Dean’s letter for last promotion or nomination for emeritus status.**

If tenure for a faculty member is denied, the Retention of University Records Policy, 4.7 will be followed and the notebook will be retained for three years from the end of the term appointment. Discrimination claims are the most typical and they have to be brought up within that three year period.  If there is a pending claim, the files will be retained beyond the three years.

Sept. 2012