

Revised TAUP proposal 1/24/17

Adjunct Personnel Files

A. Temple shall maintain one official personnel file for each of its adjunct bargaining unit members. The personnel file will reside within the School or College. It shall not include TAUP **membership information**.

B. The adjunct personnel file shall include but not be limited to:

1. All the appointment letters that the department and college have in their records.

2. The employee's current curriculum vitae;

3. Memoranda of discussions, if they exist, between the employee and his/her Department Chairperson or supervisor relating to evaluations of the employee's professional performance signed by both;

4. Observation reports of the employee's professional performance signed by the observer and the employee;

5. Letters and memoranda relevant to disciplinary action.

C. Anonymous material and material irrelevant to the professional progress of the individual and material known to be false shall not be included.

D. Material deemed to be derogatory toward an individual's professional conduct, service, or character shall not be placed in the personnel file without first being shown to the individual involved.

E. Material placed in the official file will be date-stamped, i.e., the date on which it is entered in the file.

F. Within five days of receipt of written request to the responsible individual, the employee shall have access to the file with the exclusion of pre-employment material. Such access shall be only in the presence of someone in authority in the office, but the employee may invite one other bargaining unit member to accompany him/her. The text of peer evaluations will be available to the employee, minus identification of the individual who wrote the evaluation.

H. If an adjunct bargaining unit member alleges that some of the contents in his/her file are false, he/she may place a brief statement to that effect in the personnel file.

I. The file shall, upon request, be open to duly authorized personnel who are charged with responsibility in the areas of evaluation, promotion, reappointment, or the processing of grievances.

J. In the event that a file is subpoenaed in accordance with the law, notice shall be sent to the bargaining unit member before examination of the file takes place.