

# **Marywood University**

## **Policies and Procedures**

### **Personnel Records of Faculty Members**

#### **Policy Statement**

Official personnel records are maintained in Human Resources and are protected by the Privacy Act. The President of the University, Chief Academic Officer, appropriate dean and individual faculty member have access to the faculty member's file. The file remains in the possession of the University.

Pre-employment records, which include a resume, official transcripts, letters of recommendation and other pertinent information relevant to employment, are kept on file in the Chief Academic Officer's office. When a formal letter of agreement is signed, a copy of this letter is forwarded to Human Resources.

In keeping with the Middle States Commission on Higher Education Standard III: Design and Delivery of the Student Learning Experience, Criteria 2b., official transcripts must be from an accredited university of the highest degree attained. If that degree is not directly related to the teaching assignment, an official transcript of the degree that is relevant to the teaching assignment must also be submitted. The official transcript of the highest degree attained or degree relevant to the teaching assignment must be on file in the Chief Academic Officer's office prior to the initial date of appointment. Official transcripts may be submitted electronically provided that they are sent directly from the certifying institution or a recognized third-party provider (e.g. Parchment) to the Chief Academic Officer's office either through encryption or use of a secure password to access the transcript. Foreign transcripts must be translated into English at the faculty member's expense before submission. Failure to submit transcripts in a timely manner may affect employment status.

In addition, personnel files are maintained in other administrative offices such as those of the Dean and the Department Chair. Copies of recommendations of chairs, deans and the Rank and Tenure Committee for pre-tenure review and promotion/tenure are kept on file in the Office of the Chief Academic Officer.

Faculty members may submit any material to their files that they consider appropriate. If a faculty member believes that something in the file is inaccurate he or she can bring the matter to the record holder who would then consult with the author of the document(s) in question to determine if a retraction is in order.

In the event that the author of the document(s) is no longer associated with the University or is otherwise unavailable, then the person who currently holds the position has authority to respond to a faculty member's request for retraction or clarification. If the person currently occupying the position is unable to appropriately address the faculty member's request for retraction or clarification, then the faculty member can request that a statement be included in his or her record stating succinctly the reasons for disagreement.

### **Related Policies**

Contractual Agreements with Faculty  
Search Procedures for New Faculty  
Compensation Policy for Faculty

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April 14, 2022 - Revision approved by the President of the University as recommended by Academic Council at their April 13, 2022 meeting.

*Review the full history in the Policy and Procedures site*

December 16, 2024 - Non-substantive language changes approved by the President of the University.

MARYWOOD UNIVERSITY POLICIES AND PROCEDURES MANUAL  
Personnel Records of Faculty