

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-25

PERSONNEL RECORDS

1 General Information.

- 1.1 Scope: Academic policy regarding the official faculty personnel records.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: Faculty Senate Recommendation 93-94-49R (FPC).

2 **Policy**

- 2.1 Faculty files are maintained in departmental and collegiate offices, with the Office of Academic Affairs maintaining the official faculty records. Access to all files is governed by the Privacy Act of 1974.