

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-11 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: April 25, 2019
 - 1.4. Effective Date: May 28, 2019
 - 1.5. Controlling over: Marshall University
 - 1.6. History: Amended for clarity. Previously Faculty Senate Recommendation 93-94-49R (FPC) Originally approved as a BOG policy on 8-Mar-2006.
2. Policy
 - 2.1. The Office of Academic Affairs maintains and houses all official faculty records. For the convenience of academic unit administrators, copies of official faculty records may be housed in departmental and collegiate offices. Access to all records, whether official or copies, is governed by the Privacy Act of 1974.