

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY # A-21

TITLE: **FACULTY FILES POLICY**

- POLICY:**
1. Three sets of files will be kept on each faculty member of the College of Nursing. One set will be kept at, and maintained by the Campus Director of, each campus. Another set will be kept and maintained by the Dean's administrative assistant. A third set of files will be kept by the Dean.
 2. A faculty member may request to review her/his file with the Campus Director or Dean, excepting materials submitted confidentially.

RATIONALE: This policy provides guidance in order to standardize and avoid duplication in the process of collecting, handling and storing the contents of faculty files.

PROCEDURE:

1. The files of the Campus Director will contain the following materials for each faculty member:
 - a. Most recent Curriculum Vitae
 - b. Communications from administration
 - c. Copies of all annual administrative evaluations (self and by Campus Director) and goals
 - d. Copies of letters of recognition
 - e. Relevant health information
2. The files of the Dean's administrative assistant will contain:
 - a. Personal vita, reference letters and related information from hire
 - b. Personnel Record Form, and all University Personnel Office communications
 - c. Various forms and correspondence from administrative office regarding aspects of employment: contract hiring, termination forms, etc.
 - d. State Board of Nursing Qualification Form (original)
 - e. Online verification of faculty RN license
 - f. Communications to and from College administration
 - g. Letters of commendation from various professionals (college, community, etc)
3. The Dean's files will contain:
 - a. All confidential correspondence/communications
 - b. One copy of all previous annual review materials and goals
 - c. Copies of all Formal Review materials per University guidelines

Reviewed/Approved by:

Level I: Executive Council (August, 2008)

Level II: Dean (August, 2008)