

Appendix VI.

UC Policy on Access to Academic Personnel Records

The following University of California, San Diego governing documents include some information regarding access to academic personal records:

PPM 230-11: Maintenance of, Access to, and Opportunity to Request Amendment of Academic Personnel Records

PPM 230-29: Policies and Procedures to Assure Fairness in the Academic Personnel Review Process

APM 160-20: Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of

APM 210-4: Instructions to Review Committees Which Advise on the Appointment, Merit Increase, Promotion, Career Status Actions for Members of Librarian Series

The principle embodied in these documents is that the individual should have the opportunity to be informed about the **content** of the personnel review file, including:

At the program level

- 1) The right of access to all non-confidential records and to receive, upon request, a redacted copy of confidential academic review records in the file;
- 2) the right to comment on the file; and subsequently;
- 3) the right to have access, upon request, to records in the file as augmented during later stages of the review.

Definitions of documents used in librarians' academic reviews:

Non-confidential academic review records:

- 1) The written evaluations - PD evaluation and any Secondary Evaluations.
- 2) The Program Director recommendation.
- 3) The report of CAPA.
- 4) The University Librarian's final letter.

Confidential academic review records:

- 1) External evaluations: Letters of evaluation received by the University with the understanding that the identity of the author will be held in confidence to the extent permissible by law.
- 2) Reports of Ad Hoc committees.
- 3) Information placed in the personnel review file that provides reference to the scholarly credentials of individuals who have submitted letters of evaluation or their relationship to the candidate.

Access by the individual

All documents other than confidential academic review records shall be accessible to the individual to whom the record pertains. Confidential academic review records shall be accessible, upon request, in **redacted** form. Records shall be redacted as follows:

- 1) External referees: The removal of identifying information (including name, title, institutional affiliation and relationship to the candidate) contained at the top of the letterhead or within and below the signature block of the letter of evaluation. **The full text of the body of the letter is available to the individual.**
- 2) Reports/recommendations of Ad Hoc committees shall be available to the individual, but with the names of the committee members removed.