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MEMORANDUM

To: Deans, Chairs and Directors

From: David W. Blackwell, Ph.D.
Provost 

Subject: Information to Share with New Faculty

Date: October 23, 2020

As we progress through a new academic year during unprecedented times, it is important that new faculty receive a thorough orientation to the University's rules and regulations. Please ensure that this memo is shared with all new faculty employees within your unit.

Within one month of the beginning of an individual's faculty employment, please share the following University documents with the individual:

- the rules and procedures of their educational unit, **including the unit's document on 'Evidence Statements'** for use in guiding tenure and promotion evaluations;
- the *Governing Regulations* and *Administrative Regulations*; especially sections dealing with appointment, reappointment, promotion and tenure ([AR 2:1](#)) and dealing with faculty consulting and overload employment ([AR 3:9](#));
- the [Rules of the University Senate](#), in particular the *Code of Faculty Responsibilities* (Section 7.0);
- the rules and procedures of their college;
- their Standard Personnel File; and
- the [Student Rights and Responsibilities](#).

In addition, please alert faculty that this memo and other faculty information about criteria for academic ranks, performance evaluation, and promotion and tenure regulations are available online [here](#). Other sections of the website offer information about becoming familiar with the University, the community, career development sessions, resources for new faculty, as well as a directory of other new faculty.

Faculty Standard Personnel File: In compliance with the University's *Administrative Regulations*, every faculty employee has one official [Standard Personnel File](#). This file contains the faculty employee's *Notice of Academic Appointment and Assignment* contracts, transcript, curriculum vita and other work-related materials (e.g., distribution of effort agreements, evaluation reports and progress reviews). Many of these materials are [required content](#) for dossiers assembled to conduct reappointment, tenure and promotion reviews. Ensuring that a faculty employee's Standard Personnel File is complete, accurate and up-to-date is the joint responsibility of the faculty employee and educational unit administrator. A faculty employee's access to his or her Standard Personnel File shall not be impeded.

cc: President Eli Capilouto