FACULTY PERSONNEL FILE REVIEW FORM

I understand that a faculty personnel file is maintained in the Office of the Provost and Executive Vice President for Academic Affairs and that duplicate files which may vary in their content are kept by the office of the Department Chair/Director and the College Dean.

Location of faculty file (check one):

[ ] Office of the Provost and Executive Vice President for Academic Affairs

[ ] Office of the College Dean

[ ] Office of the Department Chair/Director

Signature of Witness (Signature of  
Date Faculty Member Office Representative) \_\_\_\_\_\_\_\_\_

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