

Policy on Electronic Personnel Portfolios

The purpose of this policy is to define the appropriate access to and use of electronic personnel portfolios.

Candidates shall submit their electronic portfolios to Human Resources (HR) by the time indicated in the timetable for personnel actions, currently the last day of the week before classes start for a new semester.

HR shall store the electronic portfolios on a secure document sharing platform, such as DocuShare.

The deans and provost shall always have access to the electronic portfolios.

Departmental personnel review committees

Departments shall notify deans and deans shall notify HR of the names of the members of each candidate's personnel review committee by the last day of the week before classes start each semester.

HR shall enable all the members of a candidate's departmental personnel review committee to access the candidate's electronic portfolio.

Members of a candidate's personnel review committee shall have access to the candidate's electronic portfolio only for the duration of their work, currently the first 4 weeks of the semester. At that point, HR shall disable access to the electronic portfolio for members of the candidate's personnel review committee.

In departments where the entire department reviews a personnel committee's recommendation, the chair of the department shall notify HR of the names of the members of the department by the last day of the week before classes start each semester. HR shall enable all the members of the department to access the candidate's electronic portfolio for the duration of the department's work, currently the first 4 weeks of the semester. At that point, HR shall disable access to the electronic portfolio for the members of the candidate's department.

Faculty Assembly Personnel Committee

The chair of the Faculty Assembly's Personnel Committee shall notify HR of the names of the members of the Personnel Committee by the last day of the week before classes start each semester.

HR shall enable all members of the Faculty Assembly's Personnel Committee to access all candidates' electronic portfolios.

Members of the Personnel Committee shall have access to all the candidates' electronic portfolios only for the duration of their work, currently the first 8 weeks of the semester. At that point, HR shall disable access to the electronic portfolio for members of the Personnel Committee.

General

To ensure candidates' privacy, committee members shall not print, download, store on their computers, or in any way share candidates' electronic portfolios or their contents with anyone not involved in the review.

Candidates shall receive notification of the recommendation at each level.

At each level, the recommendation shall be send to HR, which shall append it to the candidate's portfolio.

HR shall send this policy to all committee members at the beginning of every semester.