

# UFF PROPOSAL

November 2021

## Article 11

### Evaluation File

This article shall remain unchanged except as to changes and modifications referenced below.

11.1 Policy. There shall be one (1) evaluation file containing a dated copy of all documents, including electronic information, comparative databases, and performance ratings, used in the evaluation for tenure and promotion and successive fixed multi-year appointments. When evaluations and other personnel decisions on items listed in Article 8.3 are made, other than for tenure and promotion, and successive fixed multi-year appointments, the only documents which may be used are those contained in that file. Information collected for determination of potential nonrenewal or lay off shall be transparent to the employee. Such documents or information shall be placed in the evaluation file within a reasonable time after receipt by the custodian of the file. Employees shall be notified, upon written request, of the location of the evaluation file and the identity of the custodian.