

IV.04 PERSONNEL FILES AND EVALUATION FILES

Each faculty member has a personnel file, which is a depository of correspondence and general information, and an evaluation file used in making such personnel decisions as reappointment, tenure, promotion, and granting of sabbatical leaves. The personnel file is not used for such decisions.

The evaluation file is open for inspection by the faculty member. Faculty are advised to read their files regularly, and candidates for promotion or tenure are required to do so in order to assume responsibility for organization and presentation. The evaluation file will contain a current dated curriculum vita, self-appraisals, colleague appraisals, student course evaluations, and summaries of professional development meetings as described below under "Faculty Evaluation Process," as well as annual reviews for non-tenured faculty, sabbatical leave, and any specific items requested by the relevant Promotion and Tenure Committee in relation to impending personnel decisions. Other items may be placed in the file at the discretion of the individual to document their work.

The relevant dean takes responsibility for all insertions into evaluation files except for items placed there by the individual. The individual will be notified of any insertion that might be read as derogatory, with a reminder of their right to place a written response in the file.

Consistent with "need to know" in the decision processes which they support, evaluation files are open to the following:

- the individual faculty member;
- the individual's department chair(s);
- all members of the faculty member's department who are asked to write colleague appraisals when the faculty member is a candidate for promotion or tenure;
- the President, the Provost, and the relevant dean;
- the relevant Promotion and Tenure Committee for faculty members under consideration for tenure, promotion, and for non-tenured faculty members' scheduled reviews;
- the relevant Promotion and Tenure Committee for non-tenured faculty members for scheduled reviews (Table IV-1 (<https://linfield.sharepoint.com/sites/FacultyResources/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FFacultyResources%2FShared%20Documents%2FFaculty%20Handbook%20Graphics%2FTableIV%2D1%2B%2Ejpeg&parent=%2Fsites%2FFacultyResources%2FShared%20Documents%2FFaculty%20Handbook%20Graphics&p=true&ga=1>) in chapter IV.6 (<http://catalog.linfield.edu/faculty-handbook/chapter-iv/evaluation/>)) and/or promotion and all faculty members under consideration for sabbatical leave;
- the Academic Affairs Committee of the Board of Trustees; and
- others as may be approved in writing by the individual.

IV.4.1 Non-Tenure Track (e.g. Professors of Practice)

Non-tenure track faculty may be employed for full-time or part-time positions. The terms for these positions are stipulated in their contracts. They may be eligible for promotions as specified in a unit's bylaws and/or

department guidelines. Non-tenure track faculty applying for promotions follow the process outlined in this chapter.

IV.4.2 Visiting Faculty

Visiting faculty may be employed for full-time or part-time positions for up to one year. Appointments of more than one year must be approved by the relevant dean and the Provost. Rank is assigned by the relevant dean and Provost. Visiting faculty are eligible to participate in Linfield's Retirement Plan on a voluntary salary reduction basis effective with the employee's date of employment. Otherwise, only those benefits required by law are provided.