

Appendix E

Definitions of confidential and non-confidential academic review records

CONFIDENTIAL ACADEMIC REVIEW RECORDS ARE:

- 1) A letter of evaluation or other statement pertaining to an individual received by the University with the understanding that the identity of the author of the letter or statement will be held in confidence to the extent permissible by law.
- 2) A letter from the chairperson (or equivalent officer) setting forth a personal recommendation in connection with an academic personnel action concerning the individual, such as appointment, merit increase, reappointment or non-reappointment.
- 3) Reports, recommendations, and other related documents from campus and departmental ad hoc committees concerning evaluations of the individual under applicable University criteria in connection with an academic personnel action, such as appointment, merit increase, appraisal, reappointment or non-reappointment.
- 4) Information placed in the review file by a department chair that provides reference to the scholarly credentials of individuals who have submitted letters of evaluation or their relationship to the candidate.

NON-CONFIDENTIAL ACADEMIC REVIEW RECORDS ARE:

- 1) A letter from the chairperson (or equivalent officer) setting forth a departmental recommendation in connection with an academic personnel action concerning the individual, such as appointment, merit increase, appraisal, reappointment or non-reappointment.
- 2) Reports, recommendations, and other related documents from administrative officers and standing personnel committees concerning evaluation of the individual under applicable University criteria in connection with an academic personnel action, such as appointment, merit increase, appraisal, reappointment or non-reappointment.