

## 0525 Faculty File

*Description:* Documents an individual faculty member's employment. Includes faculty appointment, promotion, and development during the faculty member's employment at the university.

*Examples:* Records may include appointment letters and contracts, performance management records, sabbatical leave records, CVs, letters of recommendation, offer letters, contracts, correspondence, performance evaluations, tenure decision records, sabbatical leave requests, awards, recommendations, and letters of resignation.

*Retention Period:* **Retain until separation or termination plus 10 years, and then contact Archives for review.**

*Authority:* 29 CFR § 1602.49, 29 CFR § 516