

Provost and Vice Chancellor for Academic Affairs
School of Business
Dean's Office

200.01 Faculty Evaluation by the Executive Committee of the Business School
(Duplicates)

Dates: 1979-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of letters of appraisal by the chairperson, recommendations from peers and faculty service packets (i.e., showing research accomplishments, teaching goals, co-curricular service achievements, etc.)

Originals are maintained in the respective department within the School of Business for five (5) years following termination of employment of the respective faculty member(s).

Original Personnel Files of Faculty containing evaluative data are maintained by the agency's Human Resources Office for sixty-five (65) years.

Recommendation: Retain in office for five (5) years following termination of employment of the respective faculty member(s), then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

200.02 Outside Employment Reports (Duplicates)

Dates: 1982-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by topic

This record series consists of documents which verify faculty earnings from sources outside the institution.

Data include name of faculty, address of employment, description of job duties, dates of employment, total time of employment, and total income,

Originals are maintained in the Provost's Office. in in office for five (5) years following termination

of employment, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 8/20/08

200.003 Quarterly/Semester Class Assignments (Originals)

Dates: 1985-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of documentation of instructional assignments of faculty.

Data include name of faculty member, name of course taught, and amount of time used by the instructor.

Recommendation: Retain in office for three (3) years or until expiration of administrative value, whichever is longer, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 8/20/08

200.04 Student Exchange Agreement Files (Duplicates)

Dates: 1990-
Volume: 5 ½ Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological by year

This record series consists of files summarizing agreements between the university and educational institutions of foreign countries pertinent to the mutual exchange of students. Included are the agreements and supporting correspondence. The originals are retained by the Office of the Chancellor.

Recommendation: Retain in office for five (5) years following the expiration of agreement, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 8/20/08