



## Promotion and/or Tenure Materials Retention Process

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### Overview:

Following the University's review of files prepared as part of the promotion and/or tenure process, the Board of Trustees considers the recommendations made to them. After this process is complete, dossier materials will be sent to Human Resources and kept for the entirety of the individual's employment plus an additional seven years. After the seven years, materials will be digitally archived.

### Procedure:

- 1) Human Resources will obtain files from the Office of the Provost and Vice President for Academic Affairs at the conclusion of the promotion and/or tenure process.\*
- 2) Materials will be maintained in a secure area within Human Resources.
- 3) Departments may pick up empty binders to re-use from Human Resources.
- 4) After digitally archiving documents, hard-copy materials will be destroyed.

*Colleges/Schools may want to keep copies of dean's and college committee's and inter-school's recommendations for their own files.*

*\*If there is an appeal of a negative decision, all files will be held in the Office of the Provost and Vice President for Academic Affairs until the appeal is concluded.*