

Key: Bolded, underlined text denotes additions to University's 2-16-2023 proposal

8 - PERSONNEL FILES

A. A unit member is entitled to review his/her personnel file maintained either in the dean's office or in the departmental office. Unit members **shall be notified in writing of the following items placed in their personnel file: (1) evaluations and other items pertaining to performance; and (2) items that are disciplinary in nature, such as warnings and reprimands.** Upon request, the department shall advise a unit member of the location of such file. Unit members teaching across departments and units may have more than one personnel file.

B. A unit member, **whether on the payroll or not,** who wishes to review the file should request, in writing, an appointment to review the file during normal office hours (and may be accompanied by an advisor of his/her own choice) and shall be entitled to copy any materials therein at a cost, if any, usually assessed by the relevant Department or dean's office for such copying. A unit member may respond to any documents that may be contained in the file. Unit members may add to the file documents which pertain to their negotiations unit member employment at Rutgers, **including responses by unit members to documents contained in their file.**