

# Personnel Files for Faculty

## What you need to know

Your official faculty personnel files are kept under lock and key in Human Resources to protect your personal information.

Only authorized management representatives, or persons with your written permission, will be given access to your file.

You may stop by anytime to view your personnel file. You'll find documentation of your contracts, payroll action forms, paperwork related to leaves of absence including professional leaves, tenure and promotion documents, workloads, faculty activity plans, as well as your application materials and transcripts.

The Office of Human Resources is open weekdays, 8am to 5pm, and is located at 314 Showalter Hall. You may stop by anytime during office hours to view your personnel files.

