

November 14, 2007

SUBJECT: Regulation 5.003 (Limited Access Records)

PROPOSED COMMITTEE ACTION

Approval of Amendment to Regulation 5.003 (Limited Access Records).

BACKGROUND INFORMATION

Regulation 5.003 was originally drafted in 1979, and last revised in 1987. It sets forth some, but not all, employee files designated as limited-access records. The proposed amendment appropriately defines faculty promotion and tenure files as part of the faculty member's evaluation file. This proposed regulation conforms with current collective bargaining agreements and law.

IMPLEMENTATION PLAN/DATE

Regulation 5.003 will be implemented upon approval by the FAU Board of Trustees.

FISCAL IMPLICATIONS

None

Florida Atlantic University

Regulation 5.003 Limited Access to Employee Records

All employee records that are permitted by law to be designated limited-access records, including but not limited to the contents of employee academic evaluation files, which are defined to include all promotion and tenure files, are limited-access records. Limited-access records shall conform to the requirements of applicable law, University regulations and collective bargaining agreements. Limited access employee records shall not be disclosed except to the evaluated employee, to persons so authorized by the employee, to University officials whose duties require access to the file in accordance with University and departmental evaluation and supervisory procedures, to the President and to the President's designees in the discharge of official responsibilities and as may be provided by law.

Specific Authority: Florida Board of Governors Resolution dated January 7, 2003; 1012.91 FS. Law Implemented 1012.91 FS. History—New 10-17-79, Formerly 6C5-5.05, Amended 11-11-87, Formerly 6C5-5.005, Amended 11-14-07.