

**MEMORANDUM**

**TO:** Raymond Hall, Chair, Academic Senate

**FROM:** Athanasios Alexandrou, Chair, University Personnel Committee

**DATE:** March 10, 2023

**RE:** APM 323 – POLICY ON FACULTY PERSONNEL FILES

At its meeting on March 9, 2023, the University Personnel Committee, voted to approve the committee's revisions to APM 323 and submit them to the Academic Senate.

The policy has been revised to reflect the technological changes that took place during the last twelve years, since the last policy revision.

The proposed revisions introduce joint custody of all electronic faculty files between the Dean and the Associate Vice President for Faculty Affairs. This arrangement avoids duplication of efforts and increases the security of electronic files.

It proposes that the private files are renamed to confidential files.

There are other minor revisions that the committee proposes.

Enclosed are tracked changes to APM 323 for the Executive Committee and full Senate review.

Respectfully submitted,

A. Alexandrou

CC: Xuanning Fu, Interim Provost  
Dr. Schmidtke, Interim Associate Vice President for Faculty Affairs