

POLICY REGARDING RETENTION OF PROMOTION AND TENURE FILES

(Established as University Policy, Fall 2001, after consultations among the Colleges, Academic Affairs, and the USNH General Counsel)

The dean's office will keep the NARRATIVE, confidential letters of all kinds from the appendix upon which the evaluatory letters of the department, chair, college panels, and deans are based, and copies of those evaluations/recommendations. **THESE MATERIALS WILL BE KEPT FOR 4 YEARS AND THEN DESTROYED.**

The dean's office will return to the department other parts of the appendix. **THE DEPARTMENT SHOULD RETAIN TEACHING EVALUATIONS--BOTH SUMMARIES AND RAW FORMS UPON WHICH DECISIONS WERE BASED--AND OTHER MATERIALS USED IN REACHING THE DEPARTMENT'S AND CHAIR'S RECOMMENDATION.** (Unsolicited letters fall in this category.)

The department should retain these materials for 4 years, after which time they should be destroyed. (The departments may or may not wish to make copies of unsolicited letters, such as thank you notes for service, for the candidate.) Note this exception. If an associate professor comes up for promotion to full professor, and that case is NOT successful, the department should retain the relevant materials in the eventuality that this individual might wish to be considered for promotion to full professor at a future date.

At the point that the 4-year date for destroying materials is reached, the department should make a list of items being destroyed (i.e., teaching summary forms for 200x to 200x) and sign the list.

The department should return to the candidate materials generated by the candidate, such as publications, art works, grant proposals, manuscripts, etc., but first make a list of those materials being returned and sign the list. (Some of this task might be done by clearly annotating a copy of a vita or, if it is sufficiently complete, an index to the case appendix.)

The point of the signed list is to make it possible to, in some circumstances, reconstruct the case if necessary. Thus a department would have a list that shows, for example, that a copy of a grant proposal was returned to a candidate. The candidate could not then claim later that the case failed because this proposal was first overlooked and then lost by the department.