

ARTICLE 14 PERFORMANCE AND CONDUCT FILE

- A. The University shall maintain one central and accessible confidential Performance and Conduct File (P.C.F.) for each member of the Association (hereafter referred to as member).

- B. An index shall be an integral part of the P.C.F. It shall include as a minimum:
 - 1. nature of enclosure and title;
 - 2. ordinal number of the entry;
 - 3. date of entry and person acting.

- C. No material from anonymous sources shall be placed in the P.C.F.

- D. Only material which bears upon the individual's obligation as a University member shall be placed in the P.C.F. with the individual being advised as soon as practicable of its inclusion.

- E.
 - 1. Under no circumstances shall the P.C.F. be removed from its central location by the member.

 - 2. The President, Provost and Vice-President, Academic, Vice-Provost, Faculty Affairs, and staff of the Office of the Vice-Provost, Faculty Affairs shall have access to the P.C.F. of any faculty member without express permission. In addition, the following shall apply:
 - a) The Dean, Associate Dean (with human resources responsibilities) and Chair/Director shall have access to the P.C.F. of any faculty member without express permission. For Chairs/Directors, Associate Deans and Deans such access shall only be within their specific area(s) of responsibility.
 - b) The Chief Librarian and Associate Chief Librarian shall have access to the P.C.F. of any Librarian without express permission.
 - c) The Vice-Provost, Students and the Executive Director, Student Wellbeing shall have access to the P.C.F. of any Professional Counsellor without express permission.
 - d) The President shall have authority to grant access to a member's P.C.F. to any other person, upon reasonable grounds.

3. The member, and with express written permission, any person designated by the member, including a representative of the Association, will have access to the member's P.C.F., provided that:
 - a) reasonable notice is given;
 - b) access is during normal office hours and in such a way that there shall be no undue interference with the normal routine of the University;
 - c) there shall be a responsible official present.
- F.
 1. Should the member dispute the accuracy or completeness of any enclosure, the University shall, within 120 days from receipt of a written request by the member detailing the alleged inaccuracy or lack of completeness, either confirm its correctness or amend the enclosure.
 2. Where the University amends the aforementioned enclosure it shall notify all persons who received a report based on the inaccurate or incomplete information. The University shall provide the member concerned with a list of all persons to whom such correction has been transmitted.
- G. The member shall have the right to make additions or responses to the enclosures in their P.C.F. as they shall deem necessary and appropriate.
- H. At the request of a member, the University will provide one free copy of any one or all enclosure(s).
- I. Except in cases involving gross misconduct, disciplinary action against a member shall use no documentary evidence other than that included in their P.C.F.