



Rowan College of South Jersey

Administrative Procedure: 7415 **PERSONNEL FILES**

The Human Resources (HR) department is the official personnel files depository for all College employees.

The personnel file maintained in HR may contain such documents as application materials, evaluations, letters of reference or recommendation, communications indicating special competencies, achievements, research, performance, personnel actions, and contributions of an academic, professional or civic nature.

- All personnel files will be maintained in accordance with applicable contract language.
- Documents submitted by supervisors, College officials, peers, students, and individuals not affiliated with the College may be entered.
- The employee will be advised of the documents that will be entered into the file, and will have the opportunity to acknowledge and respond to the contents of the documents.

Upon request, and with reasonable notice, an employee may review the contents of his/her personnel file. The employee may respond in writing to any document contained in the file to the Associate Vice President of HR. The employee's response will be included in his/her personnel file, attached to the applicable document(s).

Access to personnel files is limited to those directly involved in the administration or evaluation process.

Area: Human Resources
Approved: 07/01/19
Revised: 08/09/22

President's Authorization: _____

A handwritten signature in black ink, which appears to read "Jim Keating", is written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7415 Personnel Files*