

## **Roosevelt University**

Policy on Retention of Confidential Letters Concerning Faculty Reappointment, Promotion, and Tenure

## Policy 4.3

Responsible Executive: Provost and Executive Vice President

Originally Issued: month, day, year

Revised: month,day,year Effective date: 05/06/2004

Policy on Retention of Confidential Letters Concerning Faculty Reappointment, Promotion, and Tenure

Confidential letters concerning faculty reappointment, promotion, and tenure will be removed from the faculty member's reappointment, promotion, and/or tenure file after final decisions have been made by the president and communicated to the faculty member. These letters will be retained in a separate file in the office of the college dean for three years; after that time, the letters may be destroyed.