

ECU Division of Academic Affairs

Possible Locations of Faculty Personnel Files

(as defined in ECU *Faculty Manual* Part VIII—revised July 2018)

This list of possible locations throughout the institution where faculty personnel-related files and/or records/materials (as delineated in the *Faculty Manual*, Part VIII) may be found is intended to be comprehensive, but not exhaustive. Not every faculty member will have a file or records and materials in every location. For assistance in accessing your personnel related file(s) and records/materials, please contact the Faculty Senate Office, your respective unit administrator, or your respective Division (Academic Affairs, Health Sciences, or REDE) personnel or human resources office. Questions related to legal issues involving personnel files should be directed to the Office of University Counsel. Personnel files may be in an electronic format or printed/written on paper.

Offices in which Faculty Personnel-related Files and Records/Materials are likely to be located:

- **Primary employment unit (such as department or school)**
- **Joint appointment unit, if applicable**
- **College Dean's Office or Library Director's Office**
- **Division Vice Chancellor's Office and support/administrative section**
- **ECU Office of Human Resources**
- **ECU Offices within the Division of Administration and Finance (such as Payroll, Grants Administration, and Financial Services Accounting Office)**
- **ECU Office for Equity and Diversity (Equal Employment Opportunity office)**
- **ECU Office of University Counsel**
- **ECU Office of Internal Audit and Management Advisory Services**
- **ECU Faculty Senate Office**