

Missouri Western State University
**Official Personnel File for Faculty
Employment Policies**
Approved: 06/25/2009

It is essential that complete information be kept on file regarding each member of the University faculty. Faculty files maintained in the office of the Provost and Vice President for Academic Affairs contain contracts, faculty applications, correspondence, special achievement records, annual evaluations, and official University transcripts.

Each faculty member should maintain a complete file of information relating to his or her professional activities. The faculty member will need this information to document his or her performance for annual evaluation, for promotion, and for tenure.

For purposes of internal and external publicity, faculty members are encouraged to complete a personal information form and provide a recent black and white photograph of themselves to the Office of Public Relations and Marketing.