



Faculty Personnel Services

November 5, 2002

MEMORANDUM

TO: Deans and Directors
FROM: Ronald Fritzsche
Executive Assistant to the Vice President of Academic Affairs
RE: Policy on the Retention of Student Evaluations

Periodically, questions come up regarding the retention of student evaluations. I have reviewed and updated the information provided by Brenda Aden in 1999. This policy will be posted on the Faculty Personnel Services web site for future reference.

As a general guideline, evaluations need to be retained for a period of 3 years following the intended use of the evaluations. The actual time period is influenced by the circumstances surrounding the faculty member to whom the evaluations apply. The following consists of general guidelines based on the status of the faculty member (special circumstances should always be considered in determining whether these guidelines are appropriate):

RETIRED FACULTY: 3 years following retirement. (This does not include faculty who are FERPing.)

FULL PROFESSOR: Evaluations used in the post-tenure review process (this normally consists of 5 years worth of evaluations) must be retained for at least 3 years following that review. This means that there will always be 8 years of student evaluations on file.

ASSOCIATE PROFESSOR: Evaluations must be retained for 3 years following promotion to Full Professor. This includes all student evaluations conducted from the time the faculty member was granted status of associate professor to 3 years following promotion to full. The number of years of student evaluations on file may vary considerably, depending on when/whether the faculty member goes up for full professor. For those faculty hired as Associate Professor, evaluations must be retained for 3 years following promotion and/or tenure. Also, see "Full Professor" regarding post-tenure review.

ASSISTANT PROFESSOR: Evaluations are retained for 3 years following promotion to Associate Professor and/or granting of tenure. This includes all student evaluations conducted from the time the faculty member was hired (as a tenure-track faculty) to 3 years following promotion/tenure.

LECTURER: Evaluations must be retained for 5 years following separation of the faculty member. HOWEVER, if the faculty member is rehired within that period, all evaluations must be retained (if the rehire did not result in range elevation). Those evaluations that were conducted from the time of initial appointment to the point of range elevation can be discarded 3 years after the range elevation occurs unless the faculty member is separated. Note that the Range Elevation procedures require 5 years of evaluations to be submitted with the Range Elevation Portfolio.

Before disposing of the evaluations ask the faculty member if they would like to keep them with their personal records. If not, dispose of them as you would any other confidential documents.