

HUMBOLDT STATE UNIVERSITY

POLICY ON

RETENTION OF STUDENT EVALUATIONS

FACULTY STATUS	RETENTION PERIOD
Retired	<ul style="list-style-type: none"> • 3 years following retirement (This does not include FERP faculty)
Full Professor	<ul style="list-style-type: none"> • Evaluations used in the post-tenure review process (normally consists of 5 years worth) must be retained for 3 years following review. Requires that 8 years of evaluations are always on file.
Associate Professor	<ul style="list-style-type: none"> • 3 years following promotion to Full Professor. This includes all evaluations conducted from the time the faculty member was granted associate status to 3 years following promotion to full. • For those faculty hired as Associate, evaluations must be retained for 3 years following promotion and/or tenure. • See post-tenure review above.
Assistant Professor	<ul style="list-style-type: none"> • 3 years following promotion to Associate and/or granting tenure. This includes all evaluations conducted from the time the faculty member was hired (as a tenure-track faculty) to 3 years following promotion/tenure.
Lecturer	<ul style="list-style-type: none"> • 5 years following separation of the faculty member. • IF rehired within 5 year period all evaluations must be retained (if the rehire did not result in range elevation.) • Evaluations conducted from the time of initial appointment to the point of range elevation can be discarded 3 years after the elevation occurs UNLESS the faculty member is separated.