FACULTY ACADEMIC PERSONNEL FILE REVIEW FORM

I understand that a faculty academic personnel file is maintained in the Office of the Provost and Executive Vice President for Academic Affairs and that duplicate files, which may vary in their content, are kept by the office of the Department Chair/School Director and the College Dean. See [AA/PPS 04.02.31](https://policies.txst.edu/division-policies/academic-affairs/04-02-31.html), Faculty Access to Academic Personnel Files, for more information.

Location of faculty file (check one):

[ ] Office of the Provost and Executive Vice President for Academic Affairs

[ ] Office of the College Dean

[ ] Office of the Department Chair/School Director

Signature of Witness (Signature of  
Date Faculty Member Office Representative) \_\_\_\_\_\_\_\_\_

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