



UC San Diego

Policy & Procedure Manual

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PERSONNEL-ACADEMIC

Section: 230-160

Effective: 07/01/2017

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GENERAL UNIVERSITY POLICY REGARDING ACADEMIC APPOINTEES ACADEMIC PERSONNEL RECORDS/MAINTENANCE OF, ACCESS TO, AND OPPORTUNITY TO REQUEST AMENDMENT OF

PPM 230-160, Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of, relates to matters subject to [Academic Personnel Manual \(APM\) Section 160](#), Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of. For reference, subsections of PPM 230-160 include citations to associated subsections of the APM; in all cases, the APM is operative where referenced.

PPM 230-160-0 Policy

APM 160-0

PPM 230-160-20 Access to Academic Personnel Records

APM 160-20. a

APM 160-20. b

PPM-230-160-20. c - Access by the Individual

APM 160-20. c. (1)

APM 160-20. c. (2)

APM 160-20. c. (3)

APM 160-20. c. (4)

APM 160-20. c. (5)

PPM-230-160-20. c. (6)

The provisions of APM - 160-20-c(2), (3), (4) apply only to the following academic personnel titles and title series: Professor, Professor in Residence, Acting Professor, Adjunct Professor, Visiting Professor, Clinical Professor, University Professor, Professor of Clinical X (e.g., Medicine), Professor of Practice, Agronomist, Astronomer, Lecturer, Lecturer with Potential Security of Employment, Lecturer with Security of Employment, Senior Lecturer, Senior Lecturer with Potential Security of Employment, Senior Lecturer with Security of Employment, Supervisor of Teacher Education, Teacher of Special Programs, Professional Research (Research Scientist), Project Scientist, Specialist, Postgraduate Research, Academic Administrator, Academic Coordinator, Coordinator of Public Programs, Continuing Educator, Cooperative Extension Specialist (Advisor), Supervisor of Physical Education, Librarian.

For appointees covered by a Collective Bargaining Agreement Memorandum of Understanding (MOU), this policy applies only to the extent provided for in the MOU.

APM 160-20. d

APM 160-20. e

PPM 230-160-30 Opportunity to Request Corrections or Deletions in Academic Personnel Records and to Make Additions to Such Records

APM 160-30

PPM 230-160, Appendix A

APM 160, Appendix A

PPM 230-160, Appendix B

APM 160, Appendix B

REVISION HISTORY

July 01, 2017	This policy was made effective.
April 17, 2018	Minor technical edits to update policy hyperlinks.
April 20, 2020	This policy was reviewed for gender neutral language.