

Summary of University of California Access to Records Policy

Type of Record	Access Policy	
	Classification	Access by Individual
Outside Letters of Evaluation Solicited by School	Confidential	May receive redacted copies (1) before departmental recommendation or (2) after the final decision
Description of Qualifications of Outside Letter Writers (AP-11)	Confidential	No Access
Internal or External Unsolicited Student/Colleague Letters Requested by Candidate (usually not by formal letter)	Non-Confidential	May receive copy intact
Department Letter	Non-Confidential	May receive copy intact
Statistical Teaching Evaluations	Non-Confidential	May receive copy intact
Department Vote	Non-Confidential	Vote to be disclosed in department letter
Candidate Certifies Access Rights have been granted (AP-50)	Non-Confidential and Confidential	May receive a copy of the departmental letter and vote May receive a copy of redacted confidential material May request opportunity to respond
AFTER THE DEPARTMENTAL RECOMMENDATION		
Chair's Personal Letter	Confidential	May receive redacted copy after the final decision
Dean's Letter	Non-Confidential	May receive intact copy after the final decision
DURING THE COUNCIL ON ACADEMIC PERSONNEL'S REVIEW		
Chancellor's <i>Ad Hoc</i> Committee Report	Confidential	May receive redacted copy after the final decision
Request from CAP for Additional Information or in response to tentative recommendation	Non-Confidential	May receive copy and has opportunity to respond
Additional Outside Letters of Evaluation Solicited by School (may be needed for further review)	Confidential	May receive redacted copies (1) before departmental recommendation or (2) after the final decision
Description of Qualifications of Outside Letter Writers (AP-11)	Confidential	No Access
Department Letter response to request from CAP	Non-Confidential	May receive copy intact
Additional Information submitted by Department or by Chair on behalf of the Department and certified by candidate (AP-50-A)	Non-Confidential and Confidential	May receive a copy of additional information submitted for further consideration May receive a copy of redacted confidential material May request opportunity to respond
Chair's Personal Letter	Confidential	May receive redacted copy after the final decision
Dean's Letter	Non-Confidential	May receive copy intact after the final decision
AFTER THE COUNCIL ON ACADEMIC PERSONNEL'S RECOMMENDATION		
Council on Academic Personnel Report	Non-Confidential	May receive copy intact after the final decision
Other Administrators' Recommendation Letters	Non-Confidential	May receive copy intact after the final decision
Chair's Personal Letter	Confidential	May receive redacted copy after the final decision
Chancellor or Designee's Final Decision	Non-Confidential	Receives copy after the final decision