

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 700.10  
FACULTY RECORDS

Faculty records will be maintained in accordance with the open records provisions of the North Dakota Century Code. Faculty members may request a review of their personnel folders according to state law provisions. Faculty personnel files including contracts, supervisory evaluations, and class observation reports are maintained in the Administrative Affairs Office with the exception of student evaluations, which are on file in the Academic Affairs Office. Faculty tenure portfolios are maintained by the faculty.

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**History**

Administrative Council Approved Update 12/21/15