

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING**

**TITLE OF POLICY:** FACULTY RECORD MANAGEMENT

**ORIGINAL DATE:** January 2019

**LAST REVIEWED/REVISED:** October 2019

**POLICY:**

Faculty records management was developed in cooperation with the University Records Management Guidelines and utilized in conjunction with this general schedule to identify records that are unique to an office. When the expiration of a stated period of time is reached for records listed on a general schedule, the referenced records should either be discarded or reviewed by the University Archives. Guidelines for compliance and definitions of records are found in University Records Management [https://library.pitt.edu/sites/default/files/pdf/URM\\_Pitt\\_General\\_Records\\_Retention\\_Schedule.pdf](https://library.pitt.edu/sites/default/files/pdf/URM_Pitt_General_Records_Retention_Schedule.pdf)

**PROCEDURE:**

The University of Pittsburgh School of Nursing must collect and retrain the following files, in accordance to the PA State Board of Nursing requirements: (Source: <https://www.pacode.com/secure/data/049/chapter21/chap21toc.html#21.72>)

Please also refer to School of Nursing Policy 428- Evidence of Professional Nursing Licensure and Continuing Education Credits of Faculty Members, Staff and Volunteers – on how evidence is retained.

<b>School of Nursing Schedule for Faculty Records</b>	<b>Retention Period</b>
Mandatory Continuing Education Credits - PA State Board of Nursing requires to be completed in accordance to renewing professional RN license.	A record of faculty completed continuing education credits for <b>5 years. Department Administrators will collect this information.</b>
Nursing License verification - Office of Dean performs on-line verification of all licenses according to their scheduled expiration dates  Former employee nursing license	Upon employment, faculty are notified that they must provide to the office of the dean either: 1) an original copy of the display portion of their current RN license, or 2) electronic verification copy printed from the PA State Board of Nursing website. This applies to all full- time, part-time, and adjunct faculty called upon to teach at the School of Nursing. [from Policy 428]  Once employee leaves, license verification copy is added to the former employee's personnel file which is held for <b>10 years</b>
Record of National Certification, if applicable	A copy of the current National Certification. Once an employee leaves, the last copy of their National Certification will be added to the former employee's personnel file which is held for <b>10 years</b>
Transcripts are collected at time of employment and retained for	<b>10 years following</b> termination, resignation, or retirement then destroy by shredding
Alleged Violations of Academic Integrity Documentation	<b>6 years after</b> termination, resignation, or retirement then destroy by shredding
Annual Faculty Evaluations	<b>10 years after</b> termination, resignation, or retirement then destroy by shredding
Grievance Proceeding Documentation	<b>10 years after</b> termination, resignation, or retirement then destroy by shredding

Promotion and Tenure Appeals Documentation	<b>10 years after</b> termination, resignation, or retirement then destroy by shredding
Sexual Harassment Documentation	<b>10 years after</b> termination, resignation, or retirement then destroy by shredding
Physician Certification supporting Medical Leave Documentation - Medically related documents are kept in file separate from personnel file	<b>6 years after</b> termination, resignation, or retirement then destroy by shredding
Letters of Recommendation –Hired	<b>10 years</b>
Letters of Recommendation –Not Hired	<b>10 years</b>
Personnel Action Forms	<b>10 years</b>
Search Committee Reports	<b>3 years after search concluded</b>

Reviewed by Dean’s Council: 01/19, 10/19

Revised by Dean’s Council: 01/19, 10/19