

General Statement on Confidentiality and Disposition of Academic Review Academic Senate, University of California, Irvine Division

Academic reviews of departments, schools, centers, and programs are carried out by the Academic Senate of the University of California Irvine. Reviews may be carried out as part of a periodic review process or as a special case. This statement describes the general policy of the Academic Senate regarding confidentiality and access to written materials generated in these reviews. Review materials from an Academic Senate review shall conform to this General Policy on Confidentiality and Disposition of Academic Reviews.

A Review is carried out by a specially convened Review Committee, which may consist of UCI Academic Senate or administrative members, extramural members, or both.

Written materials generated in a review may include, but are not restricted to, materials prepared by the unit under review, self-study documents, and information from a variety of sources, including surveys, questionnaires, letters, etc. These materials are the "working documents." Some working documents, such as letters or surveys, may be designated as confidential by the supervising Senate Councilor Committee. Confidential working documents will be destroyed upon completion of the Review.

The product of an academic review carried out with Senate participation includes a report of the Review Committee, responses by the unit under review, and analysis by one or more Councils or Committees of the Academic Senate. These are the "Review products."

Working documents and review products are intended solely for internal deliberations and analysis by the Academic Senate in the performance of its responsibilities for oversight of academic curriculum and academic programs.

The review products are forwarded to the administrative officer designated by the Chancellor, usually the Executive Vice Chancellor. They are also forwarded to the designated head of the reviewed unit, and non-confidential portions of the review products may be forwarded to any other Senate agency and academic administrator with a direct interest in the outcome of the review. Distribution of the review product is the means by which the Senate informs the relevant campus agencies of the outcome of a review.

The Review Committee may mark portions of the review product as "confidential." Portions marked confidential will be available to the Senate councils or committees to which the Review Committee reports directly, the Chair of the Academic Senate, members of the Reviewed unit, and the designated administrative officer.

Following distribution of the review product, review materials will be housed by the Office of the Academic Senate. Review products may be accessed by any current member of the Academic Senate for purposes of internal University deliberations only. Documents that are released to Senate members shall exclude confidential sections. The form of access may include release of the review documents, or access to the review documents in the Offices of the Academic Senate. The form of access will be determined by the Senate Chair, in consultation with the Cabinet of the Academic Senate.

Adopted by the Cabinet of the Academic Senate, Irvine Division, on August 8, 2000.