

PRESIDENT'S OFFICE

The President is the chief executive officer of the University and exercises general supervision over, and direction of, the operation of the University: academic work, students, staff and business affairs. The Board of Governors appoints the President.

Office Files

Files regarding budget and general financial activities, correspondence, policies and procedures, and other administrative records are maintained as reference for the day-to-day operations of the President's Office.



Personnel Files

Authority: *The Brandon University Act.*

Purpose for Collection: To maintain a record for employment for the senior administrative staff.

Information: Personal information may include: name; home address; age; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; transcripts; national/ethnic origin; education history; staff development and training; employment history; curriculum vitae, reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information; opinions; termination documents; criminal/security reference checks; pension information.

Other Uses and Disclosures: Human Resources Office

Retention and Disposition: Upon completion of term as administrator, personnel files are forwarded to the Human Resources Office.



Personnel Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record for determination of promotion and tenure of academic staff.

Information: Personal information may include: name; home address; age; home telephone number, home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; transcripts; national/ethnic origin; education history; staff development and training; employment history; curriculum vitae, reference letters; performance appraisals; physical disability; personal health information; opinions;

Other Uses and Disclosures: None.

Retention and Disposition: To be determined by the University.



Disciplinary Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of disciplinary actions taken by the University.

Information: Personal information may include: name; home address; age; home telephone number, home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; transcripts; national/ethnic origin; education history; staff development and training; employment history; curriculum vitae,

reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information; opinions; termination documents; criminal/security reference checks; pension information.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined by the University.