

VI. ELECTRONIC RECORDS

A. Washburn University requires electronic records on employees, including all faculty, to be maintained for many purposes, such as retirement eligibility, disability insurance requirements, OASI information, and employment verification.

B. The office of the Provost & Vice President for Academic Affairs maintains faculty personnel information including data on instructional experience, academic attainment, and work experience information for general use. Each faculty member is responsible for completing the required forms and for keeping his/her personnel records up to date in the respective office.