

**Rush University Medical Center  
Graduate Medical Education Policy**

**REVIEW OF EMPLOYMENT AND ACADEMIC FILES GUIDELINE**

There are a number of files that may exist within the Medical Center regarding each house officer. In general, each house officer will have an “employment file” that resides in the GME office, and an “academic file” that resides within the home department of the house officer’s program and is under the control of the program director and department chair. The employment file contains the original application, letters of appointment, and records of completion of the program. The academic file contains the academic evaluations, records of meetings with the program director and chairman, and other information that may be collected during the course of the program. When a rotation occurs outside of the home department, a copy of the evaluation instrument may be retained by the outside evaluator, but the original is to reside in the academic file of the house officer's home department.

Records of the selection process are to be kept confidentially by the Program Director and not released to the resident.

The house officer has a limited right under Illinois law to review certain documents in his/her employment and academic files (“employment files”). Those documents include any which are, have been or are intended to be used in determining the house officer’s qualifications for employment, promotion, additional compensation, discharge, or other disciplinary action but *do not* include letters of reference or external peer review documents; staff planning documents; documents containing information which would invade another employee’s privacy; records relevant to pending litigation; and investigatory or security records which concern an ongoing investigation and, if disclosed, could result in harm to the Medical Center or cause it financial liability.

Requests by a house officer to review his/her employment files should be reduced to writing and forwarded promptly to the Program Director for response and processing. That office shall be responsible for obtaining all files and producing the files, if appropriate, for review in accordance with state law requirements. The program director will have seven working days to arrange for the file review. Evaluations are to be reviewed in the presence of appropriate program staff. Copies of any evaluations may be made by program staff at the house officer’s expense, utilizing a technique that clearly identifies the document as a copy and is resistant to alteration.

The Office of Legal Affairs should be contacted with any questions.

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