

**ARTICLE 34  
ACCESS TO DOCUMENTS**

**34.1 Board and University Documents.**

- (a) Upon request, the University Administration shall provide the UFF with an electronic or print copy of documents necessary to administer grievances and other provisions of this Agreement or otherwise carry out UFF's obligations as the certified bargaining agent for the faculty.
- (b) No later than when they are made available to the participants, the University Administration shall provide the UFF with an electronic copy of the agenda and minutes of those policy meetings that may bear materially on the terms and conditions of employment of faculty members, including meetings (and subcommittee meetings) of the Board of Trustees.
- (c) The University Administration shall ensure that a copy of the following documents is made available by links on the University web site, or in an easily accessible location in its main library if the material cannot easily be made available on the website:
  - (1) The minutes of the meetings of the Board and its committees;
  - (2) Board rules published under the Administrative Procedure Act (The University Administration shall advise UFF when new rules are posted to the website. In the event any new rule or policy is made available at another location, the University Administration shall advise UFF of the place/website where it is available.);
  - (3) The University's operating budget and the previous year's Expenditure Analysis;
  - (4) This collective bargaining agreement and all supplements to the Agreement; and
  - (5) A copy of any other University policies and procedures affecting faculty terms or conditions of employment.

**34.2 Faculty List.** Promptly at the beginning of each semester, the University Administration shall provide the UFF with an electronic spread sheet list including name, department/unit, position code, title/rank, appointment status, office location (building name/number and office number), e-mail address, date of hiring, percentage FTE appointment, current year salary rate, in-bargaining-unit code, administrative code, and contact telephone number for each faculty member.

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34.3 The University Administration shall promptly notify UFF of any bonus or increase to the base salary of any in-unit faculty member.

34.4 The UFF shall not less than annually provide the President's representative for contract administration with the name and e-mail address of the union officers and the union's representative who is designated to receive documents referred to in this article. The UFF shall also promptly notify the President's representative for contract administration of any changes to the list of union officers or designated representative to receive documents.