



## **Credentialed Leader's Right to Review File**

**12.26.23 – Reference to Member Services changed to Member Support.**

### **1.0 Purpose**

The purpose of this policy is to provide a process by which a credentialed leader can review his/her file, and request that information be removed.

### **2.0 Persons Affected**

All credentialed leaders

### **3.0 Policy**

3.1 A credentialed leader may request to review his/her own file, including ERS (Ethics Review System) files, when on a personal visit to UWM's home office. A Member Support staff member will be present during the review of a file.

3.2 The chronological documentation of the credentialed leader's history with ministries and UWM shall remain on permanent record in the file.

### **4.0 Definitions**

Credentialed leaders are individuals who are licensed Unity teachers or ministers who are licensed and/or ordained by UWM.

### **5.0 Responsibilities**

The Member Support department will arrange for the credentialed leader to view the file, and a Member Support staff member will be present with the credentialed leader during the time he/she is reviewing the file.