



STATEMENT OF CONFIDENTIALITY REGARDING ALL PERSONNEL MATTERS

The need to maintain the integrity and credibility of the proceedings related to personnel matters, and to ensure participation and cooperation of all involved, requires confidentiality during the Department / Unit and College / Division processes. In order to maintain the integrity and credibility of these personnel processes and to protect the parties involved, it is understood that the individuals involved in any committee / task force will keep confidential, except to those individuals who have a need and right to know, the following:

- names of all parties
- names of all witnesses
- all documents
- all testimony

Committee / task force members shall not divulge to unauthorized persons any information obtained from observations, conversations, or documentation of any sort regarding any personnel matter brought before the committee / task force for consideration. Further, members shall not publish or make public any information regarding any person involved with a matter before the committee / task force. Failure of the parties to maintain confidentiality severely impacts the ability of the committee / task force to perform its duties and responsibilities. The members of these committees / task forces perform a vital function on this campus. Because of this role, members are especially and specifically required to maintain confidentiality in personnel matters.

Committee / Task Force Name

Committee / Task Force Member's Name

I hereby acknowledge that I have read and understand this Statement of Confidentiality:

Signature

Date

/bwr