Michigan Technological University Confidentiality Statement Tenure, Promotion, and Re-Appointment Process

Instructions for the Chairperson of the Committee:

It is the responsibility of the Chairperson of the Tenure, Promotion, and Re-Appointment Committee to read aloud this admonition to the entire committee at the beginning of the process - before the committee discusses instructional quality and contribution to the Michigan Tech educational mission, independent research and other scholarly activities, professional service (both internal and external to the University), and the academic responsibility and academic citizenship required for these activities. **Failure to read this statement may result in disbanding of the committee.** This will require formation of a new committee and a significant delay of the review process.

STATEMENT

All information learned, deliberated, and voted upon from any recommendation (internal and external) is privileged. All discussion about each candidate should take place in committee. The information is not for disclosure to any individual, individuals, or for public disclosure. In the eyes of the law, each committee member is viewed as an agent of the university. During the review process, it is important that we do not create a liability for the university or for ourselves as individuals. Members who disclose privileged information risk involving themselves and/or the university in a lawsuit involving a tort action. Examples are the tort of defamation, which is committed when an individual communicates false, injurious information about another; and tortious invasion of privacy, which includes placing another in a false light in the public eye or public disclosure of private facts. In any lawsuit, it is possible for an individual to be named as a defendant as well as the university.

An appropriate response to questions from individual applicants, non-departmental colleague or the public about any aspect of the review process should be:

- This is a confidential process and therefore I am unable to respond to your question.
- The review process is treated with confidentiality so it would be inappropriate for me to answer your question or that of any other candidate under review.

If the person inquiring is not satisfied with your response, please ask them to refer to Academic Employment Services in Human Resources.

After the review is complete, all files (digital and/or hard copy) should be destroyed.

COMMITTEE MEMBER SIGNATURES

I confirm that the Confidentiality Statement has been read to me and that I understand it and agree to abide by the provisions and requirements of the statement.

Signature	Print Name	Date