

Appendix E



UNIVERSITY OF ARIZONA CONFIDENTIALITY AGREEMENT

For Service on an Interview, Review or Other Personnel Committee

As a member of this committee, I understand that I will be provided with confidential personnel information, including but not limited to, information derived from applications, investigatory documents, correspondence, mail and electronic communications, telephone communications, video conferencing communications and oral conversations, whether in or outside the committee meetings, shall be restricted members of the committee who are directly involved with the deliberations of the committee.

I understand my role on this committee is to fairly and neutrally evaluate the candidate/applicant. As such that it is my obligation to acknowledge and report any conflict of interest I may have with regard to this process including significant prior knowledge of the underlying circumstances, a personal or professional relationship with the involved party, or a vested interest in the outcome. If a conflict of interest prevents my participation in the committee, I am still bound by this Confidentiality Agreement.

In order to protect such information, I acknowledge and accept all information confidential. This acknowledgement covers all materials that I receive as part of my work on the committee, all discussions in and related meetings, and all emails, correspondence, and documents related to the work of the committee. I agree not to forward such emails or materials to anyone who is not on the committee unless requested to do so by the committee chair. I also agree not to discuss the discussions, correspondence, or business of the committee with anyone not on the committee unless assigned to do so by the committee.

I acknowledge and understand that the information distributed and obtained by me as part of my work on the committee belongs to the University of Arizona, and upon the conclusion of the work of the committee, I agree to return all confidential personnel information and documentation related to the committee assignment back to the committee chair.

I understand and accept this promise of confidentiality as a condition of my appointment to this committee. I understand that any violation of the conditions of this confidentiality agreement may result in my dismissal from the committee, as well as other appropriate sanctions. In addition, I acknowledge and understand that the disclosure of confidential personnel information can be considered a violation of University policy, and I will be disciplined for inappropriately providing confidential information to outside parties.

Upon reading this Confidentiality Agreement, I hereby sign and agree to serve on the committee under these provisions.

Assigned Role

Signature of Interview Committee Member

Date