



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. All information, including but not limited to, information derived from applications, investigatory documents, correspondence, e-mail and electronic communications, telephone communications, video conferencing communications and oral conversations, whether in or outside the committee meetings, shall be restricted to those 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, I understand 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 any involved party, or a vested interest in the outcome of the committee's decision or recommendation. I acknowledge that 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 agree to keep all information confidential. This acknowledgement covers all materials that I receive as part of my work on the committee, all discussions in committee 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.

Reviewers should be aware that uploading or sharing content or original concepts from University of Arizona peer review materials (this may include job application reviews, annual reviews, promotion reviews, grant or award applications reviews, contract proposals, or other peer review activity) to online generative Artificial Intelligence (AI) tools violates the UArizona peer review confidentiality and integrity requirements. Generative AI tools have no guarantee of where data are being sent, saved, viewed, or used in the future. Use of generative Artificial Intelligence (AI) technologies (e.g., ChatGPT) for analyzing and formulating internal peer review evaluations for grants, awards, proposals and any other form of peer review activity would violate peer review confidentiality and as such is prohibited.

I acknowledge and understand that the information distributed and obtained by me as part of my work on this 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 and service on this committee. I understand that any violation of the conditions of this confidentiality agreement may result in immediate 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 that I may 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: _____

Printed Name of Committee Member: _____

Signature of Committee Member

Date