

STATEMENT REGARDING CONFIDENTIALITY

1. It is common practice of the Faculty Personnel Committee to allow and encourage free and open discussion with the community regarding policy matters before the Committee. However, the evaluation of individual faculty members requires confidentiality throughout the process.
2. All members of the community are responsible for maintaining this confidentiality.
 - a. The peer raters of an individual faculty member are chosen by the Faculty Personnel Committee and the names are not disclosed to the individual being evaluated, nor to any other faculty member.
 - b. All information provided to the Committee, whether written or oral, is to remain confidential. Committee members and former committee members are forbidden to disclose any information or ratings contained in an evaluation form other than as part of the deliberations of the Committee. It is highly desirable that providers of information to the Committee also maintain the confidentiality of their comments and ratings. It is the belief of the Committee members that the system works best when all information shared with the Committee remains confidential between the individual(s) providing the information and the Committee. This is not meant to preclude the exchange of information, opinions and beliefs between or among colleagues as in, for example, a mentoring process; however, the confidentiality of the document sent to the Faculty Personnel Committee should remain intact.
 - c. Discussions regarding individual faculty evaluations are to remain in the confidence of those present for the discussion. In regular Personnel Committee meetings, only the members of the Committee and the Provost may know the contents of the discussion. On the occasions when the Faculty Personnel Committee meets with others to gather information regarding individual faculty evaluations, all comments and information should remain confidential to those present at the meeting.
 - d. Communication with the person being evaluated occurs only through the Provost and consists only of the opinion, concerns, and/or conclusions of the Committee. These conclusions are conveyed at the formal counseling session (for untenured faculty) at which the department chair is present, and at other times if requested by the faculty member.
3. The recommendations of the Committee (as acted upon by the administration) will be announced publicly only in the case of promotions and awards for teaching and scholarship. All other actions requiring administrative disposition will be communicated only to the individual faculty member except in the case of retention and tenure decisions, which will also be communicated to the department chairperson.
4. Confidentiality is an integral part of the current system and is the responsibility of all members of the community. Individuals not present at committee meetings and other discussions are discouraged from asking about or attempting to deduce or infer the contents of discussions or actions taken by the Committee.