

CONFIDENTIALITY AGREEMENT

As a member of an RTP Committee at San José State University, I understand that I may have access to confidential information about retention, tenure, and promotion deliberations for faculty candidates. This access to confidential information includes, but is not limited to, personnel discussions and voting during committee meetings.

By my signature below, I affirm that I have been advised of, understand, and agree to the following terms and conditions of my access to such information:

- I will use my authorized access to information (whether oral, written or electronic) only in the performance of the responsibilities as a member of the RTP Committee.
- I will avoid disclosure of information to unauthorized persons except as permitted under applicable University policy and/or Federal or State law.
- I understand and agree that my obligation to avoid such disclosure will continue even if and after I leave the employment of San José State University.
- I will exercise care to protect information against accidental or unauthorized access, modifications, disclosures, or destruction.
- When discussing information with other members of the RTP Committee, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such information.
- I will promptly report to the appropriate administrator if I become aware that others have broken the confidentiality covered by this Agreement.
- If I have biases about, or there is a conflict of interest with a candidate, I will recuse myself. I will notify the committee and Faculty Services (efaculty@sjsu.edu) of my decision in advance. I will not access the dossier or participate in any discussion of that case.
- Faculty Services may determine that recusal is warranted. In such cases, I will not access the candidate's material or attempt to influence the committee about the case.
- I have read and been trained in RTP policies and procedures. I have been trained to recognize and avoid implicit biases in the evaluation process. I will apply this knowledge to the best of my ability.
- I understand that any violation of this Agreement or other University policies related to the appropriate release or disclosure of information may result in one or more sanctions including immediate termination of my access to that information, removal from membership on the RTP Committee, and/or disciplinary action as deemed appropriate by the appropriate administrator.

Last Name	First Name	MI	Employee ID
Department			
Committee Level (i.e., Department, College, URTP)			
Signature		Date	

C: Personnel Action File (PAF)