

# **Carnegie Mellon University**

## **Confidentiality Statement to be Provided to Faculty By Committee Chair Before Committee Proceedings Commence**

By virtue of your service on the SCS Reappointment and Promotion Committee, you will review faculty candidates for initial appointment, reappointment, promotion and tenure. During the review process, you will be granted access to the candidate's casebook, which may include some or all of the following: confidential reviews and letters from current and former students, confidential submissions by other members of the Carnegie Mellon University community, and confidential reviews submitted by external experts in the relevant field. You will participate in confidential discussions about candidates, and you will vote on their cases and make other recommendations.

The University expects all faculty participating in these proceedings and all staff who facilitate them to hold all information (including all documents, information contained in documents, sources of information and evaluations, discussions, deliberations, votes and recommendations) in the strictest confidence.

The reappointment, promotion and tenure process provides a formal mechanism by which candidates are apprised of recommendations and reasons for recommendations at each stage in the process by the department head, dean, provost and president, as relevant. No information regarding the review is to be shared with anyone outside of the committee proceedings. This includes the candidate who shall receive information about the review only through the formal notice process, as well as anyone else who is not a member of the committee.

Confidentiality is necessary to protect the candidate, to protect those who have submitted information and opinions, and also to promote open and full discussion and evaluation of the candidates under review.

We distribute this to all members of the committees involved in faculty reviews before commencement of committee proceedings. It is our expectation that all committee members who have received this statement and thereafter move forward with the review process are agreeing to abide by the principles set forth herein. A breach of confidence by a participant in the faculty review process will be considered to be a serious violation of professional ethics.