

University Policy F17-3 says, "The members of the review committee, college dean, and officers of the University shall hold in confidence data received by the review committee, its report, and accompanying materials. The members of the review committee shall sign a confidentiality statement." Please read and sign below.

As a member of the Department Chair or School Director Review Committee at San José State University, I understand that I will have access to confidential information about the chair/director. This access to confidential information includes, but is not limited to, committee discussions, committee voting, feedback from identified and unidentified sources, responses to surveys, and analysis of data, among other things. 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 Department Chair or School Director Review Committee.
- I will not disclose 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 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.
- I understand that any violation of this Agreement or other University policies related to the appropriate release or disclosure of personnel files may result in one or more sanctions including immediate termination of my access to that information, removal from membership on the Department Chair or School Director Review Committee, and/or disciplinary action as deemed appropriate by the appropriate administrator.

*I agree to serve on this committee under the conditions of confidentiality stated above.*

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