

Confidentiality and Nondisclosure Statement

Dear Academic Excellence Committee Participant:

This letter will help you understand your responsibilities as a participant in meetings of the Academic Excellence Committee and will serve as your acknowledgement and acceptance of these responsibilities. In order to create an environment where committee members and other participants may have open discussions regarding the various matters before the committee, all committee proceedings and all materials from the committee meeting, must remain strictly confidential. Accordingly, you agree as follows:

1. I will not divulge, copy, record, or in any way reveal any information discussed or distributed during committee meetings or otherwise in connection with the Academic Excellence Committee, in any manner, unless I have been specifically authorized by the Academic Excellence Committee staff liaison that I may do so.
2. I understand that maintaining confidentiality means that I may not disclose information through conversations with non-committee members, tweets or posts to social media.
3. I will not photograph or record via cell phone or by any other method any part of the meeting or the meeting materials.
4. I agree to protect at all times and to the best of my ability any information received during my participation in the Academic Excellence Committee.
5. I agree not to misuse confidential information or treat confidential information carelessly. I will not discard documents I may receive during or in connection with the meeting except in special containers designed for the disposal of confidential documents, through a shredder or by returning any documents to the Academic Excellence Committee Staff Liaison.
6. In the event that I disclose or am aware of a disclosure by other Academic Excellence Committee participants of any confidential information, I agree to notify the Academic Excellence Committee Staff Liaison immediately.
7. I know that if I breach my responsibility regarding the confidentiality of Academic Excellence Committee meetings, my participation will be immediately terminated. I further understand that I may be subject to other disciplinary action by the University as a result of this breach of confidentiality.

Accepted and Agreed:

_____ (Signature)

_____ (Date)