

**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.
- 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.
- I confirm that I have read and been trained in the RTP policies and guidelines, and that I understand and will apply them fairly and accurately to the best of my ability.

Last Name	First Name	Middle Name
Department	Signature	Date

*N.B. At the department level, these forms are to be distributed to committee members by the chair, who will then retain the signed forms in the department's office files. At the college level, these forms are to be distributed to the committee members by the dean, who will then retain the signed forms in the college's office files.*