

Faculty Affairs Committee

OFFICIAL CONFIDENTIALITY STATEMENT

An absolutely essential element pertinent to effective operation of the FAC is that its deliberations be conducted and transmitted in the strictest confidence. Any failure to observe confidentiality, particularly with respect to personal and personnel-related matters, undermines the confidence of the College Community in its work. The following standards are in place to preserve confidentiality:

1. All discussions will be limited to official meetings of the FAC, except as may be necessary with fellow committee members. No discussions of issues and personnel matters will ever be conducted with nonmembers of the committee.
2. The only reports emanating from the Committee are those which are officially approved by the full Committee and these should be reported only by the Committee's designated representative, usually the chair *pro tem*.
3. Although inappropriate, members of the College Community frequently question progress of the Committee in its work. The responses to such questions will be limited to stating the topic area(s) under consideration at the time, i.e., rules and procedures, tenure, promotion, emeritus recommendations, non-reappointments. In no instance is it permissible to relate the names of persons under consideration or to provide any detail as to actual discussions.