

Tenure and Promotion Review Committee

MAINTAINING CONFIDENTIALITY OF THE PERSONNEL REVIEW PROCESS

To TPRC Members:

As members of the personnel review process for candidates for promotion and tenure, you will have access to confidential information. The University of Hawaii at Hilo considers the entire personnel review process to be confidential in nature, including any materials, ratings, questions/responses, comments and discussions, and recommendations made in connection with the review process.

Because of the confidentiality and sensitivity of the review process, you have an affirmative responsibility not to discuss or disclose any information relating to the review process to persons or parties who are not authorized to be privy to such information.

Accordingly, your full cooperation in this matter is essential. Please sign the statement below indicating your agreement to keep all matters relating to the personnel review process confidential.

CONFIDENTIALITY AGREEMENT

As a member of this personnel committee and in accordance with the provisions of Chapter 92E, Fair Information Practice (Confidentiality of Personal Record), Hawaii Revised Statutes, I agree to keep confidential all matters relating to the personnel review process, and I further agree not to discuss or disclose any information about the review process itself, the candidates, their materials, or discussions and recommendations made during the review process with persons or parties who are not authorized to be privy to such information.

Signature of Personnel Committee Member	Date
Signature of Personnel Committee Member	Date
Signature of Personnel Committee Member	Date
Signature of Personnel Committee Member	Date
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