
Amendments to the Ethics Code

Code of Ethics in Personnel and Review Processes

Confidentiality in personnel and review processes is fundamental to the maintenance of their integrity. Accordingly, the following Code of Ethics does apply:

1. No member of a committee* who has access to faculty personnel files, personal resumes, or professional award or grant application information, and is making judgments, evaluations, and recommendations thereon, or is otherwise placed in a position of confidence in personnel matters, shall divulge that information to, or discuss the substantive deliberations of the committee with anyone outside the committee, except as authorized by the rules in the Faculty Handbook regulating that process. The above rules shall not prohibit the free and open discussion of general procedures and criteria used by the various committees, as long as such disclosures do not reveal the identity of the individuals involved.
2. Therefore, no non-committee member shall solicit such information from the committee members, or attempt to influence, or exert pressure on committee members, outside the prescribed process.
3. Only the committee chair, or an appropriately designated committee member, shall serve as spokesperson for the committee, when public reports are made, or in response to inquiries made by applicants or faculty whose materials are being or have been reviewed.
4. Statements and recommendations, both public and private, must not misrepresent the conclusions of the deliberative process.

[“...RESOLVED: That the Code of Ethics be amended to include the following...”]

In addition, to support the spirit of collegiality and the integrity of committee deliberations which may be jeopardized if procedures are not observed and to provide for due process, faculty should observe the following:

***This is intended to mean, but is not limited to RTP Committees, Leaves and Honors Committees, appointment screening committees, the Committee on Administrative Appointments and Review (CAAR), grievance committees, and TSA Review Committees.**

When a faculty member serves in a consultative and/or representative capacity on a committee dealing with personnel matters, and perceives a lack of compliance with the procedures, he/she should attempt to resolve his/her concerns privately with the chair of the committee. If these concerns are not resolved to the satisfaction of the concerned committee member, he/she may request the Chair of the Academic Senate to meet with him/her in closed session with the Executive Committee. When so requested, the Chair of the Senate will call such a meeting. This meeting will be for the purpose of discussing procedural issues only, as indicated in 1. above. At this meeting, the Executive Committee will decide whether there should be further investigation. If so, it will approve and notify the appropriate administrator.