

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

STAFF SENATE

Confidentiality Agreement

As an academic community, we value for each of our members the right to pursue learning, to seek truth, and to speak freely. We value honesty and candor in all situations and confidentiality in matters of private concern.

As a Texas Tech University Health Sciences Center Staff Senator, I agree to:

- Respect the privacy of all staff members and business matters held by the Staff Senate deemed confidential.
- Respect the privacy of all organizations and officials directly involved in situations deemed confidential by the Staff Senate.
- Excuse myself from any business matter conducted by the Staff Senate deemed a conflict of interest.

The terms of this Confidentiality Agreement are effective immediately.

Breach of Agreement Due Process:

If a written complaint of a breach of confidentiality is presented in writing to the President of the Staff Senate, then the following process will be followed:

- The Executive Committee will interview the Senator(s) involved.
- The Senator(s) in question, as well as all parties affected by the breach, will have the right and opportunity to respond in writing to the complaint.
- The Executive Committee will convene to respond and recommend a course of action. Recommendations may include dismissal from the Senate by a majority vote of the Senate.
- The Chair will write a letter containing recommendations for action to the involved Senator(s) before they are presented to the full Senate.
- This process will be considered confidential business of the Staff Senate.

I, _____, have read and understand the agreement.

My signature below indicates my agreement to abide by the terms described herein.

Signature

Date

Adopted: Staff Senate Task Force::01/09