



## **Protocol for Maintaining Information Confidentiality in Academic Deliberations**

The protocol is intended for members of various appointment committees (specifically: departmental preparatory committees, ad-hoc committees, sub-committees certified according to regulation 34.1.2, Senate preparatory committees, Standing committees, professional committees), and non-member committee participants (such as guests in joint discussions), be they Technion academic staff or not (**below**: committee members).

1. Confidential information is all the information pertaining to the academic procedures, whether in writing, orally or by digital media, including reference material, whether specified as confidential or not. The confidential information also includes any processing, citing, translations or rewrites of any and all said confidential information. Confidential information also includes any and all information received by the Office for Academic Staff from a 3<sup>rd</sup> party and it will be subject to confidentiality. Without limiting the foregoing, the confidential information includes names of recommenders, their responses and letters; contents of academic deliberations and the identities of their participants, and any other information brought to the knowledge of committee members within the deliberations, be it orally, in writing, by digital media etc. (**below**: confidential information).
2. Confidential information will not include common knowledge information which has not become so by breaching confidentiality, or such that was legally obligated to be divulged, so long as it was divulged by authorized Technion officials and only to those whom it is the officials' duty to divulge.
3. Confidential information will be given to committee members **only in the course of duty** and will not be used for any other purpose, incl. divulging it to another person / element not intended to be exposed to it in any way.
4. Committee members are obligated **to keep in full secrecy all confidential information they may receive and / or confidential information they may be exposed to** in various committees. Also, committee members are duty bound not to allow access to the confidential information; not to divulge, forward or give it to any person or body; not to copy the confidential information or any part of it, nor to allow or cause others to duplicate, copy, photo-copy, print or use any form of duplication of confidential information, unless given a written permission in advance to do so by the Office for Academic Staff. Committee members are duty bound **to take all necessary means to safeguard confidential information and to prevent access to it**, incl. taking reasonable and acceptable security measures to safeguard the confidential information.
5. Within the duty of keeping confidentiality, committee members must **delete files and / or destroy physical material immediately after the end of discussions and deliberations**.
6. A committee member **will report to the Executive VP for Academic Affairs any suspicion of a leak of confidential information**.



7. The delivery of a summary of the discussion by the Executive VP for Academic Affairs, at the request of the staff member, will be exempt from the confidentiality duty, incl. article 33.4.3 (b) of the regulations. The discussion summary will include:
  - a. The nature of the material that was presented to the committee in order to discuss the candidate's suitability for the rank or tenure and the main points of written opinions, without revealing the names of their writers or any other detail which might identify them.
  - b. The fields in which the candidate's academic quality was examined will be mentioned (research, teaching, mentoring graduate students, blending in within the department, general contribution to the department, etc.) and the candidate's suitability according to each of the above. Inasmuch as conflicting opinions were heard in that aspect, the summary will include all different opinions.
  - c. The summary will specify the arguments given within the discussion and the deliberations which guided the committee, while referring to the various areas in which the candidate's academic suitability for the position was examined, and the detailed opinions for and against the promotion or tenure.
8. Committee members are expected to be discrete and strictly maintain the confidentiality of the discussions, both toward the candidate and certainly with regard to other elements.
9. Breaching this protocol will be considered as a disciplinary offence and will be dealt with by the Executive VP for Academic Affairs. In cases not within his authority, the offence will be dealt with by the disciplinary tribunal.
10. **Department and unit heads will bring this protocol to the knowledge of members of committees in their departments** (departmental preparatory committee, ad-hoc committees, a committee certified according to article 34.1.2 of the regulations).