

LETTER OF UNDERSTANDING
between
WILFRID LAURIER UNIVERSITY
and the
WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION

Re: Non-Disclosure Agreements

Whereas Members of the Full-time Bargaining Unit serve on University Review/Search Committees for Senior Administrative Officers from time to time; and

Whereas there is a need for confidentiality with respect to applicants for positions and discussions held by the Committee members;

Therefore, the Parties agree to the following non-disclosure agreement for use by University Review/Search Committees for Senior Administrative Officers.

**Rights and Obligations of
Wilfrid Laurier University Committee Members**

For use by all members of Review/Search Committees for Senior Administrative Officers.

Thank you for agreeing to serve as a member of the _____ Review/Search Committee at Wilfrid Laurier University. Prior to starting your service on this Committee, please review, sign and return this form to the Committee chair.

Objectivity

All committee members have an obligation to assess and/or hire in an objective, fair, and equitable manner based on the merits, the facts to be considered, and agreed-upon context, in accordance with existing laws and applicable collective agreements. When and where a committee member feels they are unable to provide this level of objectivity, they must discuss with the Committee the advisability of recusing themselves from the Committee.

Confidentiality

Committee members must be able to freely express their opinions within the Committee about issues they have been asked to review and consider. Similarly, those who communicate information to the Committee must be able to do so in confidence. As such, confidentiality is critically important to the integrity and success of the Committee.

Members of a Wilfrid Laurier University Review/Search Committee for Senior Administrative Officers will have access to a variety of confidential material, and must therefore be bound by the requirements of confidentiality necessary for the proper functioning of such a Committee and the protection of interests of the candidates; in particular:

- a) In the course of Committee work, Committee members may become aware of plans, opinions and employment experiences provided in confidence by individual applicants or candidates. Confidential reference comments about applicants or candidates will also be received. This information should only be shared or discussed with other members of the committee.
- b) In the course of Committee deliberations and discussions, Committee members will become aware of the perceptions, assessments and views of other Committee members concerning candidates being assessed. These exchanges for the purposes of assessment are provided in confidence and should only be shared or discussed with other members of the Committee: all Committee members have an obligation to make every effort to respect the dignity and integrity of their colleagues and to sustain a climate in which colleagues are able to function as responsible members of the academic community.

All matters of a personal nature concerning an individual must be kept confidential. Other discussions relating to the Committee's mandate, or generally available information, such as the academic direction of a department, job requirements, etc. are not deemed to be confidential.

Further details relating to confidentiality and conflicts of interest can be found in University policy (8.1) Conflict of Interest, (10.1) Information Availability & Privacy Protection and applicable collective agreements.

Consultation

At times members of committees may have questions or concerns related to the Committee or matters of confidentiality. All questions should be first directed to the Committee chair. Consultation relating to procedural or process matters, such as collective agreement or policy interpretation, that do not involve confidential or personal information may also be addressed with university administration (including the Human Resources Department) or leadership in your union/association.

Acknowledgement

I acknowledge that I have read this document and understand that these are the obligations of all committee members.

I understand that I will protect all confidential information in my possession so that others cannot gain access to it. Without limitation:

- a) I will not copy or reproduce confidential information for distribution or use outside the Committee;

- b) I will avoid discussing confidential information in places where others might overhear it (for example, in hallways, elevators or open offices);
- c) I will store confidential information securely and exercise care over it in places where others might see it; and
- d) I will dispose of all confidential information in my possession when the committee has completed its work in a manner consistent with the procedures of the Committee.

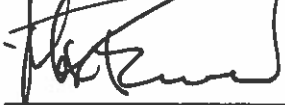
I understand that my obligation to maintain confidentiality as outlined above continues while the Committee is active and at all times thereafter, even if I cease to be a member.

Failure to agree to and/or comply with the terms of this agreement will result in removal from the Committee.

Dated at the City of _____ in the Province of Ontario, this ____ day of _____, 20__.

Name _____ Signature _____

For the University



Max Blouw, President, WLU

For WLUFA



Michele Kramer, President, WLUFA

Date

Date

Nov. 17, 2016

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