



**COUNCIL ON EXCELLENCE  
CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, agree and understand that as a member of the Council on Excellence, I will be reviewing and discussing information that is sensitive and must be kept confidential, including performance evaluations and related performance documentation of faculty colleagues.

Out of respect for the peer evaluation process and for my faculty colleagues, I agree not to disclose any information discussed or documents reviewed within the Council on Excellence meetings unless required to do so by a written directive by a member of Collin College's Leadership Team, or as required by law. I also agree and understand that my failure to maintain confidentiality or my breach of this Agreement will result in disciplinary action, up to and including termination of employment with Collin College.

This is the entire agreement regarding confidentiality of Council on Excellence peer review process. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

*Attendance Policy: COE meets, typically, eight times in an academic year including: August, September, October, November, January, February, March, April. In addition to the eight regular meetings, there may be training and work involving packet review for several weeks in late October/early November and early January.*

*An elected COE member agrees to attend the eight required meetings and should only be absent from any of the eight meetings on rare occasions under extenuating circumstance. No proxy is permitted. Before reviewing any packets, a member must attend at least one norming session to review packets.*

*If a member's attendance does not adhere to this guideline, the committee may vote to remove them from their seat for the remainder of the term. The COE chair and/or secretary will communicate with the member, prior to a vote, regarding their ability/desire to attend future meetings.*

*If a member is removed for non-attendance, COE may fill the open seat with a runner-up from the discipline in the most recent election.*

**I acknowledge that I have read and understand this Confidentiality Agreement and that I voluntarily agree with duties and obligations set forth in this Agreement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name