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September 11, 2008

Principal T. R. Williams
Chair of the Senate
Queen's University

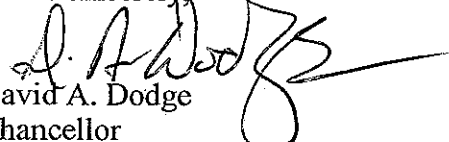
Dear Principal Williams:

On behalf of the Joint Board/Senate Advisory Committee to Select the Principal, I am writing with reference to the motion passed by the Senate on May 21, 2008, that dealt with the importance of confidentiality in the search process.

The Committee discussed this matter at its first meeting on June 20, 2008, and unanimously concurred with the Senate motion. The Committee approved the content and the execution by each member of the attached Undertaking. In addition, it was agreed that the Undertaking would be published on the Committee website <http://www.queensu.ca/secretariat/search/>.

I want to thank the Senate for its commitment to ensuring that our process meets the highest standards. I also want to recognize the contributions of the nine Senators and the nine Trustees who are working together diligently on this important task in the best interests of Queen's University.

Yours sincerely,



David A. Dodge
Chancellor

Chair of the Joint Board/Senate Committee to Select the Principal

Attachment

JOINT BOARD/SENATE ADVISORY COMMITTEE TO SELECT THE PRINCIPAL

**Undertaking – Statement of Responsibilities and Expectations
Confidentiality/Collegiality/Conflicts**

As a member of the Joint Board/Senate Advisory Committee to Select the Principal (the Committee), I acknowledge that Committee members must be able to freely express their opinions within the Committee about the issues they have been asked to review and consider. Similarly, those who communicate their views to the Committee must be able to do so in confidence.

I recognize that I will have access to personal and confidential information and materials related to the search and selection process, and with full knowledge of the critical importance of confidentiality to the integrity and success of the process, I hereby agree to the following terms:

- I will maintain the confidentiality of the deliberations of the Committee and any and all information relating to such deliberations;
- I will maintain the confidentiality of all documents relating to the process and the work of the Committee;
- I will keep confidential any personal information about every prospect and candidate which comes to me as a result of carrying out my responsibilities as a member of the Committee;
- I will maintain the confidentiality of all written and oral information furnished to the Committee by any person or group;
- I will not use, discuss or disclose any information to any person or entity on my own initiative;
- I will retain, dispose of, or return, any search-related documents and records in a manner which protects confidentiality and informational privacy, and according to directions given to me by the University Secretary;
- I agree that all communications on behalf of the Committee will be through the Chair of the Committee;
- I will declare any potential or actual conflict of interest to the Chair of the Committee at the earliest opportunity.
- I acknowledge that the obligation to maintain confidentiality described in this document exists both during the period that the Committee is active and thereafter;
- I acknowledge that I may be removed from the Committee if I breach any of these confidentiality obligations. Such removal shall be by a majority vote of the Committee. I understand that even if removed, I am still bound by the terms of this Agreement.

I have read, understand, and agree to abide by, all of the terms of this Agreement as a condition of my service as a Committee member.

Committee Member Signature

Date

Print Name: _____