Confidentiality and No Conflict of Interest Form

**To: PAB Site Team Members**

**From: Jesmarie Johnson, Executive Director, Planning Accreditation Board**

 **jjohnson@planningaccreditationboard.org**

Thank you so much for agreeing to serve on an upcoming Site Visit. As part of PAB requirements, you must confirm you have no conflicts of interest with the University and Program you will be visiting.

**Confidentiality, Disclosure and Retention of Information**

SVT members are expected to maintain strict confidentiality regarding accreditation reviews. The entire Site Visit Process, including information shared by interviewees, is confidential. SVTs may discuss the Site Visit with the PAB Board and staff only. The following information is considered confidential: all materials and information received and generated in conjunction with serving as a Site Visit member (including Self-Study Report, Site Visit Reports, Progress Reports, student and APA evaluations, etc); notes from the Site Visit; and the Site Visit Team recommendation.

Site Visitors should destroy all materials, including their individual personal notes, emails, and draft Site Visit Reports connected with the Site Visit once the Site Visit Report is final.

**Conflicts of Interest**

A conflict of interest is defined as a team member who: served on a previous Site Visit Team (SVT) for the Program under consideration; served with the head of the Program on a previous Site Visit Team; attended, taught or received a degree from any unit of the host institution; currently teaches at an institution at which the head of the Program used to teach or from which the SVT pool member received a degree; served as head of a program visited by a SVT chaired by the Program Administrator; or resides in the same region or competes within the same market as the program.

Please fill out the verification below and return it via email within two weeks of receipt. Your typed name is sufficient for a signature. If you have any questions about this verification, do not hesitate to contact me.

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I hereby agree to:

1. verify that I have no conflict-of-interest in serving as a PAB Site Visitor to the following university /program(s)
2. contribute to all required deliverables related to the Site Visit (pre-SV work, the draft and final Site Visit Reports, and the SVT recommendation)
3. keep all information relating to the Site Visit confidential
4. destroy all Site Visit materials, including my notes, emails, draft Site Visit Reports, and other work product, as soon as the Site Visit Report is final

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University and Program hosting Site Visit

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Signature

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Site Visit Dates

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Date