



DA: June 18, 2018

TO: Deans

FR: Donzell Lee, Ph.D.  
Provost & EVPAA

A handwritten signature in cursive script that reads "Donzell Lee".

**RE: CONFIDENTIALITY | PERSONNEL & EMPLOYEE INFORMATION**

I write this provost guidance on a matter that cannot be over-communicated: confidentiality of data, records, employee information, and personnel matters within your purview. Specifically, and for this communication, keep in mind that, upon at-will termination of a staff member, a dean (supervisor) is wholly without authority or liberty to discuss the personnel matter (further) with the employee, third parties, or anyone who may inquire. The employee will be given a communication of the termination from Human Resources as well as given notification of an exit interview with Human Resources. As all personnel issues are private, matters attending to the same are to be handled with strictest confidence, utmost sensitivity, and highest judiciousness. Remember, your statements and/or communications may be subject to subpoena, open-records laws, social media dissemination, and recording (unbeknownst to you). Thus, as a best practice, continue to hew closely to university policy and procedures hitherto set forth and promulgated in the Human Resources policies and procedures portal. For questions do not hesitate to contact the Office of Academic Affairs or Human Resources as appropriate. Your usual cooperation is appreciated.