

Sub-committee members will:

1. Demonstrate professional conduct at all times.
2. Provide objective evaluations of candidates making all efforts to avoid bias in the evaluation.
3. All discussions, postings and scores of candidates shall remain confidential.
4. Avoid personal bias. Disclose potential conflicts of interest and inadvertent conflicts of interest.
5. Recuse yourself from workgroup selection discussion, if you or a close personal friend is applying for the workgroup.
6. Participate actively in the dialogue, but do not monopolize the discussion.
7. Encourage others to provide their thoughts and respect differing points of view.
8. Respect cultural differences and not discriminate against others on the basis of race, color, national origin, ancestry, citizenship, religion, sex, age, marital status, sexual orientation, military status, disability, or any other characteristic protected by law (Member leaders, as representatives of the Academy, are bound by the Academy's non-harassment policy.)
9. Have a quorum of the selection sub-committee for making selections.
10. Be expected to post comments and scores to the discussion forum prior to the call, when they have missed a call, which will be considered by the sub-committee during the discussion.