

Acceptance of Invitation and Statement of Ethical Conduct

By accepting this invitation, I certify that:

- I will conduct myself in a professional and collegial manner and will treat all institutional representatives, members of the public, fellow peer evaluators, and Commission staff with courtesy and respect.
- I will fulfill all responsibilities related to the assignment by preparing in advance, reviewing Commission policies and procedures, participating in training, responding to requests in a timely manner, meeting established deadlines, and taking part in all required activities.
- I will not use my assignment for personal gain, including the establishment of an employment or consulting relationship or to recruit individuals to my institution.
- I will not solicit or accept, for myself or any other person, gifts, gratuities, incentives, compensation, or anything of value from any institution under review unless nominal in nature (other than meals and lodging provided during a campus visit).
- I will uphold the Commission's *Communications in the Accreditation Process Policy* especially with regard to Section III. Confidentiality and Appropriate Distribution of Accreditation Materials.
 - I will hold any and all information, documentation, and conversations made available to me in the execution of this assignment to be confidential.
 - I will protect any and all information and documentation so that it is secure, confidential, and appropriately retained or discarded per MSCHE policy.
- I have declared all Conflicts of Interest in accordance with the Commission's policy *Conflicts of Interest: Commission Representative* and will notify MSCHE should any conflict arise prior to or during the assignment.
- I will submit for reimbursement an accurate reporting of all professional expenses incurred during an evaluation as soon as possible following the travel event. Personal expenses and alcohol are not reimbursable.
- I will uphold all of the Commission's policies and procedures.