**Lecturer Promotion and Establishment Board - Code of Conduct**

Members of the Lecturer Promotions and Establishment Board are expected to observe the highest standards of integrity and objectivity in their consideration of those who are being considered for promotion, progression or establishment and are consequently expected to adhere to the following principles

1. Potential conflicts of interests should be declared.  Following the declaration of a conflict of interest in relation to a candidate under consideration, the Board will decide in the light of the nature of the interest, if the member concerned is to be asked to withdraw from any decision about the candidate.  Withdrawal of a member will be recorded in the minutes.
2. A Board member who works closely with, or is a friend of, an applicant for promotion should speak last in the course of discussions;
3. Comments of a personal nature should be avoided;
4. Comments should be restricted to the benchmarks relevant for promotion;
5. It is expected that documentation provided to the Board shall be read and considered in full by all members prior to their attendance at meetings of the Board in order that all members fully contribute to the discussions of the Board
6. The applicant’s case should not be discussed with others, including members of the Board, prior to the meeting
7. The discussions of the Board are confidential to the board and should not be discussed outside the meetings of the Board
8. The documentation relating to the work of the Board is strictly confidential to the members of the Board and should be kept fully secure to ensure that the confidential nature of the information is not compromised.
9. Board members should not engage in discussions with candidates about their applications or Board processes or conclusions, the exception being the Chair of the Board and any other Board member specifically authorised by the Board to discuss an applicant’s case with him or her.
10. As a member of the Lecturer Promotions and Establishment Board, each Board member is expected to conduct themselves in accordance with the principles of conduct detailed in points 1-10 above.

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