Stanford University

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Provost

Guidance for Appointments/Promotions Meetings via Video-Conferencing

With a majority of Stanford faculty, academic staff and regular staff working remotely due to the Covid-19 crisis, the importance of IT security and confidentiality is paramount. This is especially the case for meetings that deal with appointments, reappointments and promotions. Effective today, April 8, 2020, Stanford users of Zoom or other remote conferencing software for such meetings should follow the principles and processes listed below:

1. Designate a faculty affairs staff member as a co-host for each meeting. The person in this role can act as meeting host, monitor entry of participants, remove participants not recognized and check that all the settings are consistent with Stanford University guidelines.

2. Require a password for participation. This password should be distributed separately from the Zoom invitation email, and the "Embed Password in the Meeting Link" feature should be disabled. In setting up the meeting, the host can enable only those authorized to join.

3. If appropriate, "lock" the meeting once all participants have signed in.

4. At the beginning of the meeting, explicitly instruct participants that they:

    a. must abide by the regular policies governing confidentiality of proceedings, and that violations may be subject to disciplinary action, up to and including dismissal, consistent with the Stanford University Faculty Handbook;

    b. must pledge not to record the meeting by any means, including the Zoom "Record" feature or any other internal or external recording device;

    c. must participate by video, not just audio;

    d. must disable the private chat feature and agree not to use the feature during the meeting (this can be done by the meeting organizer prior to the meeting)

    e. should disable the screen-sharing feature during the meeting. If screen-sharing is necessary during the meeting, the host has the power to override the screen when someone else is sharing.

5. For participants who are not regular members of the committee, use the "Waiting Room" feature in Zoom to admit participants, such as presenters or witnesses, individually.

6. If modifications to specific school procedures are required, the Dean of the school should communicate those modifications in writing to their faculty as appropriate.

7. For recusals from discussion and/or voting, the host can use the "Put on hold" feature to temporary exclude any recused member(s); such members should also provide a cell phone number so that they may be contacted if there are technical issues.

8. Voting methods should parallel those used in regular meetings. Stanford recognizes that these procedures vary across schools and departments. For up/down polling, some review committees may use the Zoom polling feature. Others, particularly those committees in which the usual practice is to vote by secret ballot, may want to use a Qualtrics survey immediately after the meeting.

9. Candidates for appointment, reappointment or promotion should be provided a copy of these principles, as well as of any school-specific modifications, so that they are informed of the procedures to be used.

Zoom users should consult Stanford UIT's Zoom meeting security guide for further information: https://uit.stanford.edu/service/zoom/meetingsecurityguide

Users of other video-conferencing software should employ the same general principles wherever possible. For problems related to other software, please submit a HelpSU ticket (linked to:https://stanford.service-now.com/it_services?).