

## **Faculty/Staff Terms & Conditions**

<https://www.mnsu.edu/cdc/documents/faculty-terms.pdf>

### **Principles**

By logging on to MavJobs, Minnesota State University, Mankato faculty/staff members agree to the terms and conditions set forth by the Minnesota State University, Mankato Career Development Center. Failure to abide by these Terms and Conditions may result in discontinuation of access to MavJobs. The Career Development Center will regularly update and enhance MavJobs and may, from time to time, revise the Faculty/Staff Terms and Conditions. Use of MavJobs is governed by the Faculty/Staff Terms and Conditions posted at the time of use.

The Career Development Center Director's or the appropriate designee's interpretation and implementation of the "Faculty/Staff Terms and Conditions" is final.

### **Professional Codes of Conduct**

The CDC subscribes to and endorses the Principles of Professional Conduct for Career Services and Employment Professionals as published by the National Association of College and Employers (NACE). These principles provide a framework for professional relationships among colleges/universities, employing organizations, and candidates. The full text of these principles is available at <http://www.naceweb.org/principles/>. Faculty/Staff members who utilize MavJobs must adhere to NACE standards.

In addition to abiding by NACE standards, all individuals are expected to read and adhere to the Minnesota State Colleges & Universities policies regarding Nondiscrimination in Employment and Education Opportunity available at <http://www.mnscu.edu/board/policy/1b01.html> and all applicable Equal Opportunity Laws.

### **Username and Password**

One MavJobs account will be issued per faculty/staff member. Each individual is responsible for the security of their MavJobs username and password, as well as its use and misuse. Any user found to be using MavJobs inappropriately or inconsistent with the University and CDC guidelines will have their access to MavJobs revoked.

### **Data Privacy**

Minnesota State University and the Career Development Center will not sell or provide marketing lists of MavJobs faculty/staff members to outside entities.

Data contained on MavJobs may be collected and used for institutional research purposes, with confidential identifying information being omitted from any such report.

All Career Development Center staff members (including student staff) have access to information contained in MavJobs.

For more information on the Career Development Center's Privacy and Data Management Statements, please see: <https://www.mnsu.edu/cdc/mavjobs/privacy.html>.

### **Student Data**

Student information accessed by faculty/staff is to be used solely by that individual and must not be sold or otherwise distributed to any entity other than the specific faculty/staff member who has access to MavJobs.

*This document is available in alternative format to individuals with disabilities by calling the Career Development Center at 507-389-6061 (V) or (800) 627-3529 (MRS/TTY). Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.*