

SUMMARY OF THE NAM CONDUCT REVIEW PROCESS

- An allegation that an NAM member has violated* the NAM’s Code of Conduct is reported, in writing, to the Home Secretary.
- The Home Secretary and Director of Membership and Governance review the allegation and determine whether the alleged conduct may violate the Code of Conduct. If not, the allegation is dismissed. If so, the Home Secretary refers the allegation to the Assessment Panel, which consists of five NAM members. The Assessment Panel evaluates the allegation and any supporting materials and decides whether to refer the matter to the Membership Conduct Review Committee.
- The Membership Conduct Review Committee consists of five NAM members. The member against whom an allegation has been made (“named member”) is informed by the Home Secretary about the specific allegation. The named member has the opportunity to submit a written response. The Membership Conduct Review Committee prepares a written summary of its findings and recommendations which is presented to the NAM President and submitted to NAM Council.
- The NAM Council reviews the Membership Conduct Review Committee’s summary and decides whether to accept the findings and recommendations.
- The Home Secretary and President inform the named member of the Council’s decision, the right to appeal, and the appeal process.
- After the appeal period has passed, the Home Secretary and President inform the named member and the complainant of the final decision.

All aspects of the inquiry into alleged misconduct will be treated in strict confidence. While the process is confidential, including the membership of the Assessment Panel and Conduct Committee, the outcome is not.

** The NAM cannot undertake an investigation unless the matter falls under direct Academy purview and will consider investigative reports, findings, or other official documents that have been released through the public or official distribution channels of academic or other institutions, funding agencies, or journals.*