



## SUMMARY OF THE NAS CONDUCT REVIEW PROCESS

- An allegation of a violation<sup>1</sup> of the NAS Code of Conduct by an NAS member or foreign associate is reported to the NAS Home Secretary or Foreign Secretary, respectively, (the “cognizant officer”) in writing.
- If the complaint is relevant to the code of conduct, the cognizant officer appoints an Assessment Panel consisting of at least three (3) NAS members to consider the complaint and notifies the complainant(s) and the accused that an inquiry has been initiated.
- Both parties are requested to prepare written statements for presentation to the panel, which provides each party’s statement to the other, and each party is given the opportunity to respond to the other party’s initial statement in writing.
- At the conclusion of its assessment, the panel makes a report to the standing Conduct Committee, including the full record of the complaint, the response of the accused, and the record of the panel’s deliberations; the panel’s decision as to whether a violation occurred; the recommended action, if any; and a synopsis of the findings of the panel on which its recommended action is based.
- Following its review of the Assessment Panel’s report, the Conduct Committee tells the cognizant officer whether it concurs in the panel’s findings and recommended action(s), if any, and it requests that the action(s) be taken by the NAS Council.
- The cognizant officer confidentially notifies all parties in writing of the decision and of any action(s) that will be taken and the right to appeal, and provides all parties with the reports of the Assessment Panel and the Conduct Committee.
- The accused may file an appeal to the NAS President in writing, which must be received within sixty (60) days of notice of the decision, based on failure to follow the process outlined above and not the substance of the allegation(s).
- The President reviews the request and decides whether or not to grant an appeal. If the appeal is granted, the President requests the NAS Council to appoint an Appeal Committee consisting of at least five (5) Council members.
- Following review of the entire record, the Appeal Committee renders its decision and communicates it to the President, who notifies all parties of the decision and course of action, which is final.

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<sup>1</sup> The NAS cannot undertake investigations of alleged violations except those that deal with internal matters, e.g., confidentiality with respect to discussions of candidates for NAS election or the deliberations of NAS and NRC committees, or matters involving PNAS. All other allegations must be supported by the public record of the outcome of an investigation by an organization with jurisdiction over the complaint, usually an employer, journal, or funding agency.