



SEARCH COMMITTEE AGREEMENT

As a member of this search committee, I understand the need to conduct committee work in a confidential, ethical, and respectful manner. By agreeing to serve as a member of a search committee, I agree to the following terms:

I will take all necessary precautions to safeguard private personnel data received during the search process. Such precautions include, but are not limited to, avoiding discussing confidential information in public places where others might overhear; referring questions regarding confidential information to the Committee Chair; asking for an applicant's permission before contacting current or former employers; etc.

I will maintain strict confidentiality regarding all aspects of the search, unless expressly directed otherwise by the Committee Chair or compelled by law.

I will maintain the privacy of all applicants' information, even after the search process is complete. While the identities of final applicants may become public, the information I obtain during the search process is still considered confidential, and remains so even after the search is completed. I will not discuss private applicant data with anyone outside the committee, unless authorized to do so by the Committee Chair.

I understand that the protection of this information is important. Breaking confidentiality could lead to legal action against the University and me personally. As such, I understand that if I violate this agreement, I may be disciplined in accordance with applicable disciplinary procedures. However, it is not a violation of this confidentiality obligation to make good-faith reports of policy violations, unethical behaviors, or other misconduct in connection with a search process within the appropriate chain of command, to Human Resources, or via EthicsPoint.

If **any** relationships exist between a candidate and a member of the search committee the relationship must be disclosed to the Dean's office and Human Resources.

I understand that if I have questions about the confidentiality of certain information during the search process, I may contact the Committee Chair or Human Resources for guidance.

I have read, understood, and agree to abide by all the terms of this Confidentiality Agreement.

Printed Name: _____

Date: _____

Signature: _____

Position Being Searched: _____