



Office for Institutional Equity

SEARCH COMMITTEE CONFIDENTIALITY ACKNOWLEDGEMENT

The purpose of this memorandum is to provide context establishing the need for confidentiality and some practical tips for ensuring the confidentiality and integrity of the search process.

Individual members of search committees should treat all candidate information with strict confidentiality throughout the search process. The fact that an individual has applied for the position should be treated as confidential, even after the search process has concluded. Further, discussions or deliberations regarding candidates and any selections made should be treated as confidential. Failure to maintain confidentiality could subject the University to claims of improprieties or irregularities in support of a discrimination claim.

Requests for information from someone outside the search committee or from the media, and any announcement of finalists, should be handled by a designated person, typically the chair of the search committee, who will work with the Office of University Relations (and the Office of University Counsel as required) to ensure that any disclosure is appropriately made.

By signing below, you acknowledge your responsibility and agree to keep the information obtained during the search process confidential, not just during the search, but thereafter.

COLLEGE: _____

DEPARTMENT: _____

SEARCH DESCRIPTION: _____

Signature

Date