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APPENDIX O
SEARCH COMMITTEE CONFIDENTIALITY FORM

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TO: Search Committee Members

FROM: Human Resources

SUBJECT: Confidentiality of Search Process

Date:

The purpose of this memorandum is to provide a legal context 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. Irregularities in the search process, including improper disclosure of candidates' identities or other information, can be the basis for a discrimination lawsuit by an unsuccessful applicant. Even after the search is completed, discussions regarding what occurred during a search process can violate confidentiality and create legal issues.

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 within the parameters of the law and does not create liability for the University.

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.

Search Committee Member: _____ Date: _____