

Confidentiality Agreement for Search Committee Members



As a member of the Search Committee for the position of _____ at Morehead State University, I understand that the ultimate success of our endeavor and the integrity of the University depend on the search being conducted in an impartial, ethical and professional manner. In consideration of my designation as a member of this Search Committee, I hereby agree to the following:

1. I understand that the role of this Search Committee is to recommend candidates to the hiring supervisor who has the ultimate authority to select a candidate of choice.
2. I accept the responsibility of conducting myself in a professional manner as a representative of the University.
3. I acknowledge that all information concerning the candidate pool, including but not limited to application materials, resumes/CVs, reference letters, papers, books, files, documents, and communications (in electronic form or any other format), that comes into my possession and relates to the work of the Search Committee is highly confidential, I also agree to permanently protect the identity of individuals who have expressed interest in exploring this opportunity, including qualifications and merits of the applicants. I will maintain the privacy of all applicants' information, even after the search process is complete. I agree that no applicant materials will be shared outside of the search committee except when approved by the hiring supervisor and search committee chair (i.e., it may be appropriate to share candidate CVs as part of an on-campus candidate visit).
4. I agree to maintain absolute confidentiality of all discussions of the Search Committee and/or hiring supervisor, both during the search process and after its completion. I understand that any breach of confidentiality could result in considerable damage to the reputations and/or livelihoods of the candidates, the Search Committee members, and the University.
5. I will record and consider only information that is job related including experience, education and skills for the position. I understand that I must commit to and make decisions without regard to any biases of individuals based on protected class and non-job related criteria. Morehead State University is committed to providing equal employment opportunities to all persons regardless of race, color, national origin, age, religion, sex, sexual orientation, gender identity, gender expression, protected veteran status, or disability or any other protected class under all applicable discrimination laws.
6. I agree that any real or potential conflicts of interest between myself and any applicant must be disclosed promptly to the Search Committee chair and may require me to excuse myself from participating in a specific interview or preclude me from continuing on the Search Committee.
7. I acknowledge that only the Search Committee chair or the hiring supervisor is authorized to speak on behalf of the Search Committee.
8. I understand that I may be removed from the Search Committee if I breach any of these confidentiality terms and conditions or fail to act in a professional manner. I also understand that should I be removed from the Search Committee, all terms of this agreement are still applicable and binding.
9. I understand that all materials related to this search must be given to the hiring supervisor upon completion of the search.
10. I understand that if an applicant progresses in the interview process to a campus visit with the department/unit/office, the fact that this person applied becomes public knowledge. This neither negates the above confidentiality protocols regarding the applicant nor the applicants who are not moved forward. Does not negate the confidentiality protocols of this agreement.

I have read, understand and agree to abide by all terms of this Confidentiality Agreement as a condition of my service as a member of the Search Committee. I understand that if I breach any of these confidentiality obligations or fail to act in a professional manner, I may be subject to disciplinary action. I also understand that if an investigation or litigation occurs as a result of this search, I am obligated to cooperate with University officials to provide truthful, accurate and complete information.

Print Name: _____

MSU ID: _____

Signature: _____

Date: _____