

SEARCH COMMITTEE CONFIDENTIALITY AGREEMENT

As a search committee member or committee chair at South Texas College, I understand that the success of the search depends, in part, on the actions and behavior of members of the search committee. In order to ensure the success and integrity of the search, I agree to abide by the following agreement during and after my participation in this search.

As a member of this committee, I agree that:

- I will fully participate in search committee activities, I will be on time and prepared for all search committee meetings, and I will review and evaluate with diligence all applicant materials provided to me; and
- I will participate with collegiality and an open mind.

By signing below, I agree to:

- **Professional Conduct:** I will be professional in my interactions with other committee members, applicants, and those who may participate in open forums.
- **Confidentiality of Applicants:** I will uphold confidentiality to protect the identity of individuals who have expressed interest in applying for this position or who have applied for this position. I will not discuss identities of applicants, applicant rankings, number of applicants, the number to be interviewed, the quality and abilities of applicants, any information regarding deliberations of the committee, statements made by any participants, or any other matters with anyone outside of the committee with the exception of administrators, those directly involved in the search process, or the Office of Human Resources.
- **Committee Actions:** I agree to refrain from saving on any electronic device, information provided upon search committee access, or emailing/sharing applicant information or materials. I understand that any materials printed during the search process, and any other documents of record used in the hiring process (search committee notes/interview questions/recommendation letters/references/etc.) must be forwarded to the Office of Human Resources for retention/auditing purposes.
- **Conflicts of Interest:** I understand it is important to avoid potential conflicts of interest when serving on the search committee. I will promptly disclose to the search committee chair any real or potential conflict of interest between myself and any applicant. This includes any professional or personal relationship that I may have with an applicant or the applicant's immediate family. I understand search committee members should not be related to, or be engaged in business ventures with persons who are applicants of the vacant position.
 - **A search committee member having a relationship with an applicant that creates a conflict of interest, or creates the appearance of a conflict of interest, must recuse themselves from the committee.**
 - Be aware of unconscious biases that may impact an applicant's evaluation. Unconscious bias are unconscious feelings we have towards other people that play a strong part in influencing our judgment of certain people and groups. These may include gender, racial, college, similarity, conformity or beauty biases. **A search committee member who, for any reason, feels they cannot treat any of the applicants in an unbiased manner, must recuse themselves from the committee.**
- **Applicant Inquiries and Contact:** I will not conduct any type of background check or inquiry on an applicant including conducting an online search of applicants or asking people who may know an applicant for information or opinions about the applicant. I will not provide salary information and all questions regarding salary will be referred to the Office of Human Resources.

Observance of absolute confidentiality is a professional responsibility, which I agree to respect by accepting to serve and participate on this committee. I understand breaching confidentiality may create liability for the institution and I may be subject to disciplinary measures should this agreement be breached. I understand that I may be removed from the search committee if I breach any of these terms or fail to act in a professional manner. I may also be



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precluded from serving on future search committees. I understand that, should I be removed from the search committee, all terms of this statement remain applicable and binding.

By my signature below, I acknowledge receipt of this notice and hereby agree to abide by this rule of confidentiality.

Position Title: _____ **Posting Number:** _____

COMMITTEE MEMBERS' SIGNATURES:

	Printed Name	Signature	Date
Chair			
Member			
Member			
Member			
Member			
Member			
Member			