



WEST VIRGINIA STATE UNIVERSITY

Confidentiality Agreement for Search Committee Members

As a Search Committee member of West Virginia 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 appointment as a member of this Search Committee, I hereby agree to the following:

1. I understand that this Committee serves in an advisory capacity to the appointing entity who will make the final decision in offering a candidate(s) a position.
2. I understand that I must commit and make decisions without regard to any biases of individuals based on protected class and non-job related criteria. West Virginia State University is committed to diversity among its administrators, faculty, staff, and students. It is our policy to provide equal employment opportunities for all individuals without regard to race, sex, religion, color, national origin, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, or any other classification protected by applicable law.
3. As a member of the Search Committee, I accept the responsibility of conducting myself in a professional manner as a representative of my department and West Virginia State University.
4. I acknowledge that all information concerning the candidate pool is extremely confidential and agree to permanently protect the identity of individuals who have expressed interest in exploring this opportunity, including individual qualifications and merits. Therefore, I shall not disclose to anyone information learned in the course of deliberations related to this search. Additionally, I shall not disclose information about the candidates who have applied for the position. I shall not use confidential information for any personal gain or offer any information to any individuals or publications for any reason during or subsequent to my employment.
5. I agree to maintain absolute confidentiality about all discussions of the Search Committee, both during the search process and after its completion. I understand that any breach in confidentiality could result in considerable damage to the reputations and/or livelihoods of the candidates, the Search Committee, and the University. I understand that I may be removed from the Search Committee and possibly face disciplinary action if I breach any of these confidentiality obligations or fail to act in a professional manner. I also understand that should I be removed, all the terms of this agreement are still applicable and binding upon the termination of the committee.



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6. I agree that any and all information in the form of papers, books, files, documents, electronic communications, or in any other form or format which comes into my possession and relates to the work of the Search Committee is confidential other than information that is or becomes publicly known other than through my disclosure.

7. I will listen to the opinions of other search committee members with respect and an open mind.

8. I acknowledge that only the Chair of the Search Committee or designee is authorized to speak on behalf of the Search Committee.

9. Upon the request of Human Resources, I agree that I will return or destroy all materials, which I have received.

I have read, understand, and agree to abide by all of the terms of this Confidentiality Agreement as a condition of my service as a member of the Search Committee.

Printed Name _____

Signature _____

Date _____