



Confidentiality Agreement for Search Committee Members

As a Search Committee member at Coppin State University, I understand that the integrity of the University depends on an ethical and impartial search process conducted in a confidential manner. As a Search Committee member, I agree to abide by the following guidelines:

1. I accept the responsibility to conduct myself in an ethical and professional manner as a selected member of the Search Committee.
2. I acknowledge that all information concerning candidates is confidential and agree to permanently protect the identity of individuals who are interviewed or reviewed as part of a search.
3. I will maintain the privacy of all candidates' information, before, during and even after the search is completed. While the identities of candidates may become public through forums or as resumes are shared as part of a search, the information I obtain is still confidential, even after the search is completed.
4. As a member of the Search Committee, I accept my responsibility, shared by my fellow committee members, to protect the integrity of Coppin State University, and all individuals involved in the search.
5. I agree to disclose promptly to the Search Committee Chair any appearance of real or potential conflict of interest in a relationship between me and a candidate, and understand this disclosure may preclude me from continuing on the Search Committee.
6. If I am contacted by someone who wishes to discuss any confidential aspect of the search, I will refer all questions or any other queries to the Search Committee Chair.
7. I acknowledge that all discussions among the committee members are confidential.
8. I understand that all candidate names and materials must be kept in a secure location.
9. I will place the best interests of the University ahead of all special and personal interests, and I will use good judgment in applying ethical principles to all Search Committee work as defined in USM Policy VII – 8.05, Policy on Professional Conduct.
10. I understand that I will 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, it may prevent me from participating in future Search Committees, and that all terms of this agreement are still applicable and binding.

I have read, understand and agree to abide by all terms of the Confidentiality Agreement for Search Committee Members.

Signature

Date

Printed Name

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