



Confidentiality Agreement for Promotion & Tenure Committee Members

Check One: Departmental P&T Committee College P&T Committee

For Academic Year:

As a member of the committee identified above, I understand that the success of our endeavor and the integrity of the University depend on the impartial, ethical, and professional manner in which I conduct my duties. In order to serve on this search committee, I agree to the following:

- The Committee's role is to make recommendations about candidates based on their qualifications and in compliance with all laws and University policies about protected classes. Recommendations cannot be based on non-job-related criteria, such as race, creed, gender, religion, color, national origin, age, disability, protected veteran status, genetic information, sexual orientation, or any other classification protected by law.
- All candidate information obtained during the Committee's service is strictly confidential. This includes any information that comes into my possession and relates to the Committee's work, regardless of how it is received. Outside of the Committee's formal deliberations for the purpose of making a recommendation, I must never disclose the candidate's identities, the content or nature of their portfolios, or other information obtained about them, or any opinions or dispositions expressed by other members of the Committee during deliberation.
- The terms of this Confidentiality Agreement remain in effect in perpetuity, even after my service on the Committee has ended. I may never reveal information obtained during this process.
- Any breach of confidentiality can result in consequences, including removal from the Committee and other disciplinary or legal action, regardless of when such breach occurs.
- I will not conduct, on my own and without authorization, any type of background check or inquiry on a candidate, including conducting online searches or soliciting information or opinions from people who know the candidate.
- I will not accept or review any materials, communications, or information from a candidate (or someone who knows the candidate) that were not received through the University's officially sanctioned process.

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- I will not change, add, delete, or alter information in the candidate files in any way, nor make unauthorized copies of the files, nor distribute them to others.
- In the event of any real or potential conflicts of interest between myself and any candidate, I will disclose the matter promptly to the Committee chair or department chair. This includes any professional or personal relationship that I may have with a candidate. Depending upon the nature of the conflict or the relationship, I understand that I may be precluded from continuing on the Committee.
- If I become aware of a possible breach of confidentiality by another member of the Committee or anyone involved in the review process, I will report it immediately to my department chair (or the dean or VP of Academic and Faculty Affairs, if appropriate).

I have read, understand, and agree to abide by all of the terms of this Confidentiality Agreement.

Name

Signature

Date