



Confidentiality Agreement for Search Committee Members

As a member of the Search Committee for the position of _____
in the Department of _____ for Academic Year _____,
I understand that the success of our endeavor and the integrity of the University depend on the
search being conducted in an impartial, ethical, and professional manner. In order to serve on this
search committee, I agree to the following:

- The Search Committee’s role is to recommend candidates to the department chair and dean. An offer to a candidate can only be made after approval by the dean, the VP Academic and Faculty Affairs, and the Provost. As a Committee member, I am not to contact candidates regarding offers.
- Hiring processes and decisions must be compliant with all laws and University policies. The University cannot make offers 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 information concerning the composition of the applicant pool is confidential. I agree to protect the identity of individuals who have expressed interest in the position.
- All discussions of the Search Committee, both during the search process and after its completion, must remain entirely confidential. Any breach of confidentiality can result in consequences, including removal from the Search Committee, and other disciplinary or legal action. If removed from the committee, I further understand that the terms of this agreement are still applicable and binding upon me.
- Any and all information in the form of papers, books, files, documents, electronic communications, or any other format which relates to the work of the Search Committee is confidential. All information learned from recruitment documents or during interviews is confidential, and remain confidential permanently.
- I understand that information relating to the search may only be discussed with other search committee members, with the Office of Human resources, with the department chair, or the dean. While the identities of campus finalists will eventually be made public, the information I obtain as a committee member is still confidential, even after the search is completed.
- I will not alter, change, modify, add, or delete information in the application files, nor make unauthorized copies of the documents, nor distribute them to others.

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- In the event of any real or potential conflicts of interest between myself and any applicant, 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 an applicant. Depending upon the nature of the conflict or the relationship, I understand that I may be precluded from continuing on the Committee.
- I will not conduct, on my own and without authorization, any type of background check or inquiry on an applicant including conducting online search of applicants or asking people who may know an applicant for information or opinions about the applicant. I will not accept or review additional materials, communications, or information from an applicant (or someone who knows the applicant) that were not received through the University's officially sanctioned process.
- 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

PAMPLIN COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

Mailing Address:
1120 15th Street
Augusta, Georgia 30912

Office Address:
2500 Walton Way, AHN210
Augusta, Georgia 30904

T 706-737-1738
F 706-667-4116

augusta.edu