

Note:

Having faculty search committee members sign a confidentiality agreement is a recommended best practice, not a UNM requirement. The Hiring Officer can opt to require a signed statement as part of serving on a faculty search committee. The signed agreements should be kept by the Department as part of the search process records.

Confidentiality Agreement for Search Committee Members

As a member of the Search Committee for the position of _____ at The University of New Mexico, 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 designation as a member of this Search Committee, I hereby agree to the following:

1. I understand that this Search Committee's role is to recommend candidates to the hiring authority who has the ultimate authority to select a candidate of choice.
2. 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 the University of New Mexico.
3. I acknowledge that all information concerning the candidate pool is confidential and agree to protect the identity of individuals who have expressed interest in exploring this opportunity, including individual qualifications and merits.
4. I agree to maintain **absolute confidentiality about all discussions** of the Search Committee, both during the search process and after its completion. 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.
5. 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.
6. I acknowledge that only the Chair of the Search Committee or designee is authorized to speak on behalf of the Search Committee.
7. Upon the request of the Chair of the Search Committee, I agree that I will return 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.

Signed _____ Date _____