



ITHACA COLLEGE

Confidentiality Agreement for Search Committee Members

As a member of the Search Committee for the position of _____ at Ithaca College, I understand that the ultimate success of our endeavor and the integrity of the College 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. 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. Ithaca College is committed for diversity among its administrators, faculty, staff, and students. It is the policy of Ithaca College that discrimination on the grounds of age, disability, marital status, national origin, race, color, religion, sex, sexual orientation, gender identity or expression, or military status will not exist in any activity, area, or operation of the College.
3. As a member of the Search Committee, I accept the responsibility of conducting myself in a professional manner as a representative of Ithaca College.
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.
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 College. I understand that I may be removed from the Search Committee 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.
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 acknowledge that **only the Chair** of the Search Committee or Hiring Authority or designee is authorized to speak on behalf of the Search Committee.
8. Upon the request of the Chair of the Search Committee or Hiring Authority, 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.

Signed _____ Date _____