

ETHICS AND CONFIDENTIALITY

Once appointed to serve on a search committee, the committee is acting on behalf of, or as an agent of, the College. Therefore, a fundamental part of the search process involves ethics and confidentiality.

Each member of the search committee must agree to honor the commitment to the confidentiality of candidate information (written and otherwise), deliberations, and recommendations. The bounds of confidentiality should not be breached. Such an agreement from each person is essential to ensuring an effective search.

In the interests of avoiding any notions of inequality in its conduct, the search committee should maintain accurate records and information which should be available for review and scrutiny, i.e. how each member evaluated each candidate, what information references volunteered about the candidates, etc. Any interview notes or other documentation can be subject to review by outside parties such as the EEOC, attorneys, juries, etc.

It is important to encourage open and honest dialogue in the candidate review process. Consideration of candidates must be done in a way that each member of the committee feels as if he/she may speak candidly about a candidate's qualifications without fearing his/her views will be made known outside the committee. Similarly, the identity of candidates should remain confidential except with permission from the candidate and the Search Committee Chair.

Search committee members may be approached to disclose information pertaining to the search process. Unless specifically authorized by the candidate and the Search Committee Chair, committee members should thank the individual for his/her interest, but graciously inform him/her that due to confidentiality it really isn't permissible to discuss the matter.