



## Search Committee Participation Agreement

As a search committee member, I understand that the success of our search process and the integrity of the University of Arizona depend on searches being conducted in an impartial, ethical, and professional manner.

I understand and agree to fulfill the following responsibilities, both throughout and after my participation in this search:

- I will contribute actively to search committee activities including, but are not limited to, carefully reviewing and evaluating all applicant materials.
- I will participate with collegiality and an open mind, and listen respectfully to the opinions of other search committee members.
- Throughout the search process, I will maintain **confidentiality** about the names of applicants and information discovered about them and their employing institutions. I understand confidentiality is imperative to attract high-quality finalists, to avoid jeopardizing their current positions, and to protect the University's integrity. I will protect the privacy of search committee deliberations and all information that comes into my possession, regardless of its form or format.
- I will provide all search records to the search committee chair at the conclusion of the search.
- I will avoid and disclose potential **conflicts of interest** when serving on the search committee. I will promptly disclose to the search committee chair any personal relationship I have with an applicant, the applicant's relatives, or those married to/cohabitating with the applicant's relatives. I will disclose any outside professional relationship with an applicant that could benefit me financially or personally if applicant is hired.
- I will not use confidential information for my personal gain, nor will I share it with individuals or publications for any reason during or subsequent to my service on the search committee. I understand that by serving on this committee I am ineligible to be considered as an applicant for this position.
- I will read our [Equal Employment Policy](#) and will give **equal opportunity** to all applicants during the screening and selection process. I will evaluate applicants and application materials consistently according to the criteria the search committee establishes. I will record and consider only information that is related to the applicant's ability to perform the job, including experience, education, and skills.

I understand and agree to abide by the terms of this agreement as a condition of my service as a search committee member.

Requisition Position Title: \_\_\_\_\_

Requisition #: \_\_\_\_\_

Search Role:

Search Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

