

## NDSU SEARCH COMMITTEE MEMBER EXPECTATIONS

*To be discussed and revised by the committee depending on the type of the position, search process, etc.*

As a search committee member at North Dakota State University, I understand that the success of the search depends, in part, on the actions and behavior of members of the search committee. In order to ensure the success and integrity of the search, I agree to abide by the following expectations during and after my participation with this search.

As a member of this committee, I agree that:

- I will **fully participate in committee activities**, I will be on time and prepared for all meetings, and I will review with diligence all applicant materials provided to me; and
- I will **listen to the opinions** of other search committee members **with respect** and an **open mind**.

Further, I agree to:

- **Professional Conduct.** I will be professional in my interactions with other committee members, applicants, those who may participate in open forums, and anyone who may inquire about the search.
- **Identity of Applicants.** I will permanently protect the identity of individuals who have expressed interest in applying for this position or who have applied for this position. I will not discuss individual applicant qualifications and merits, unless expressly directed otherwise by the search committee chair. I will never reveal the name of an applicant or person who has expressed interest in the position.
- **Confidentiality of Applicants.** I understand that with regard to non-finalists, pursuant to N.D.C.C. §44-04-18.27, the applications and any records related to the applications which could reasonably be used to identify an applicant are confidential. I will not disclose any such confidential records.
- **Committee Actions.** I will not disclose the substance or content of any of the search committee's deliberations, both during the search process and after its completion. I understand that any such disclosure could result in considerable damage to the reputations or livelihoods of the applicants, the search committee members and the university.
- **Conflicts of Interest.** I will promptly disclose to the search committee chair any real or potential conflict of interest between myself and any applicant. This includes any professional or personnel relationship that I may have with an applicant or the applicant's immediate family. I understand if such a conflict arises and cannot be managed, I may be precluded from continuing on the search committee.
- **Applicant Inquiries and Contact.** I will not conduct, without committee's authorization, any type of background check 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 official vetting process.