

NDSU SEARCH COMMITTEE MEMBER AGREEMENT

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 agreement 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.

By signing below, 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.
- **Confidentiality 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 Committee Actions.** I will maintain absolute confidentiality of the search committee's deliberations, both during the search process and after its completion. I understand that any breach of confidentiality could result in considerable damage to the reputations or livelihoods of the applicants, the search committee members and the university.
- **Communications.** I understand that only the search committee chair is authorized to speak in any capacity about the search. I will not contact applicants without approval of the search committee chair. If I am contacted by someone who wishes to discuss any confidential aspect of the search, I will refer that person to the search committee chair.
- **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, on my own and without authorization, any type of background check or inquiry on an applicant including conducting online search of applicants 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.

I understand that I may be removed from the search committee if I breach any of these terms or fail to act in a professional manner. I may also be precluded from serving on future search committees. I understand that, should I be removed from the search committee, all terms of this statement remain applicable and binding.

Search Committee Member's Signature

Today's Date

Search Committee Chair/Department