



CONFIDENTIALITY AGREEMENT FOR SEARCH COMMITTEE MEMBERS

As a member of the Search Committee for the position of _____ at Nova Southeastern University, I understand that the ultimate success of our endeavor and the integrity of the University depends on the search being conducted in an impartial, ethical, and professional manner. In consideration of my appointment as a member of the Search Committee, I hereby agree to the following:

1. I understand that this Committee's role is to serve in an advisory capacity and recommend candidates to the Committee Chair/Dean and/or Department Head who has the ultimate hiring authority to appoint faculty or staff.
2. As a member of the Committee, I accept the responsibility of conducting myself in a professional manner as a representative of my department and/or external stakeholders.
3. I understand that all information concerning the candidate pool is extremely confidential and agree to protect the identity of individuals who have expressed interest in exploring this opportunity, including individual qualifications and merit. Therefore, I shall not disclose to anyone except for the hiring College/Center HR contact, the Office of Human Resources, or the College/Center's hiring authority information learned during deliberations related to this search.
4. I agree to maintain **absolute confidentiality about all discussions** of candidates by the Committee, both during the review process and after its completion. I understand that any breach of confidentiality could result in considerable damage to the reputations and/or livelihoods of the candidates, the Committee, and the University.
5. I agree that 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 Committee, is confidential other than information that is or becomes publicly known other than through my disclosure.
6. I acknowledge that **only the Chair** of the Committee or designee is authorized to speak on behalf of the Committee.
7. Upon the request of the Chair of the Committee, I agree that I will return or destroy all materials which I have received.
8. I understand that I may be removed from the 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.

I have read, understand, and agree to abide by all the terms of this Confidentiality Agreement, as a condition of my service as a member of the Search Committee.

Print Name

Signature

Date

**This document will be retained by the College/Center HR Contact