

Confidentiality is the foundation of a credible search committee and trustworthy search process. A breach of confidentiality threatens a successful outcome in two ways. First, it may result in the immediate termination of the search, a serious loss of time and money and potentially viable candidates. Second, it may cause the most qualified candidates to withdraw from the search, because they hear inaccurate information. In short, confidentiality is an absolute requirement to be understood and honored by everyone on the search team, from the first meeting until the conclusion of the search.

1. All discussions among committee members are confidential. The candidates or colleagues should not know who is on the search committee. After interviews the candidate will know, but it should remain confidential for as long as possible.
2. Searches with internal candidates are difficult for all of those involved, and can result in feelings of resentment among colleagues or applicants. Some of this is inevitable, and the situation will be awkward. It is important to follow search procedures in an attempt to conduct a fair search.
3. Any communication received from candidates should be forwarded to HR. Committee members should not answer anything related to an open search. Internal candidates should undergo the same procedures as external candidates. We understand internal candidates are different, but the principal of equal treatment should always be followed.
4. Every effort should be made to avoid discussing the search in hallways, classrooms, or any unclosed areas. Search business should not be discussed during normal departmental meetings. Informal communications with internal candidates or colleagues often lead to misunderstandings and hurt feelings.
5. Search committee members should not be discussing applicants or the search with anyone outside of the search committee. For example, if an applicant was referred by a faculty member and that faculty member asks about the search, information should not be shared with them, good or bad. They should not know the status of the search or of the applicant. An appropriate response is, "I can't discuss an on-going search." If asked about an internal candidate by a colleague or the candidate themselves, it should not go beyond "I can't discuss the search." Refer them to HR.
6. Internal candidates should not be informed of their status, i.e. if they are not selected for an interview, until all candidates are notified. If an external candidate is chosen, the internal candidates should not be informed before the offer has been made and accepted. As a courtesy, the internal candidate can be notified before the additional remaining applicants are contacted.

Please contact Human Resources for additional questions regarding the search process.