****

**{insert position title}**

**Search Committee Confidentiality Agreement**

In consideration of my appointment as a member of the Northern Illinois University **{insert position title}**Search Committee (Search Committee) and the resulting access I will have to confidential information and materials related to the **{insert position title}** Search(Search), and with full knowledge of the critical importance of the principle of confidentiality to the integrity and success of the search process, I hereby agree and acknowledge:

1. That the success of the Search is based in part on assuring a large pool of highly qualified candidates who require confidential care which necessitates the ability of theSearch Committee conduct its business in the most confidential and professional manner, respecting both the institution we serve and the candidates which we invite for consideration.
2. That the deliberations of *S*earch Committee and any and all information, whether verbal or in the form of papers, books, files, documents, electronic communications, or in any other form or format, which comes into my possession or knowledge in my capacity as Search Committee member and relates to the Search and the work of the Search Committee, is confidential.
3. That I will not in any form or manner, directly or indirectly, divulge, disclose, or otherwise communicate such confidential information to any person, firm, corporation, or other entity, other than a Search Committee member or a person otherwise designated by the Search Committee Chair to receive such confidential information.
4. That all contacts with the media, and any contact with other third parties in which confidential information will be disclosed, shall be conducted either by, or with the specific prior authorization of the Hiring Official and/or their designee.
5. That the obligation to maintain confidentiality described in the above paragraphs exists both during the period that the Search Committee is active and at any and all times thereafter.
6. That I may be removed from Search Committee by the Chair, designate or a majority of the members of the Search Committee if I breach any of these confidentiality obligations. I understand that, even if removed, these confidentiality obligations still apply.
7. That I will disclose to the Search Committee Chair any conflict of interests I may have or I encounter in the search process and attempt to resolve them or remove myself from the Search Committee as appropriate.

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

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note:*** *Members involved in the search process must complete this document and return a signed copy to be included with the search file.*