



CONFIDENTIALITY AGREEMENT FOR SEARCH COMMITTEE MEMBERS

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

1. I understand that this Search Committee's role is determined by the hiring official, who has the ultimate authority to recommend the final candidate.
2. As a member of the Search Committee, I accept the responsibility of conducting myself in a professional manner as a representative of my department and Clemson University.
3. I acknowledge that all information concerning the candidate pool is confidential and agree to protect the identity of individuals who have expressed interest in exploring this opportunity, including individual qualifications and merits.
4. I agree to maintain confidentiality about all discussions of the Search Committee, subject to any legal disclosure requirements that may apply, both during the search process and after its completion. I understand that any breach in confidentiality could result in considerable damage to the reputations and/or livelihoods of the candidates, the members of the Search Committee and the University.
5. I agree that any and 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 Search 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 Search Committee or designee is authorized to speak on behalf of the Search Committee.
7. When the search concludes, I agree to return to the Chair of the Search Committee all materials related to the search.
8. I understand that I may be removed from the Search 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.
9. I understand that disciplinary action, up to and including termination, will be taken for any breach of confidentiality related to information germane to this job search.

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

Signed _____

Date _____

ⁱ In rare situations, you may be contacted by attorneys from the Clemson University Office of the General Counsel regarding a job search. You may share information with attorneys from this office representing Clemson University as needed to comply with applicable regulatory or legal processes/requirements. If you have questions or concerns please contact the Office of the General Counsel (864.656-3414)