

SEARCH COMMITTEE CHARGE and CONFIDENTIALITY STATEMENT

As a search committee member at UNC Wilmington (the university), I understand that the success of our search process and the integrity of the university depend on searches being conducted in an impartial, ethical, and professional manner. I acknowledge that I understand and agree to abide by the following charges throughout, and after, my participation in this search:

SEARCH COMMITTEE CHARGE -----

By signing below, I agree to:

1. Fully participate in committee activities, including being on time and prepared for all meetings;
2. Review with diligence all applicants/vita/resumes provided to me; and
3. Listen to the opinions of other search committee members with respect and an open mind.

CONFIDENTIALITY STATEMENT -----

By signing below, I agree to:

- Professional Conduct:** Conduct myself in a professional manner throughout the search, both with my interactions with other committee members, applicants, those who may participate in open forums, and anyone who may inquire about the search.
- Confidentiality of Identity:** Permanently protect the identity of individuals who have expressed interest in applying for this position, including individual qualifications and merits, unless expressly directed otherwise by the search committee chair or the Office of Human Resources.
- Confidentiality of Materials:** Letters of interest, nominations, resumes/curriculum vitae, and references are all construed as confidential personnel documents under the State Human Resources Act, Privacy of Personnel Records [GS 126-22] and specifically exempt from public release under the Public Records Act [GS 132-6]. Thus, all these documents will be kept confidential, unless expressly directed otherwise by the search committee chair or the Office of Human Resources.
- Confidentiality of Committee Actions:** 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 and/or livelihoods of the applicants, the search committee members and the university, as well as potentially violate the State Human Resources Act.

Communications: Refrain from speaking on behalf of the search committee. I understand only the search committee chair, or their designee, is authorized to speak in this capacity. 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 them to the search committee chair.

Conflicts of Interest: Promptly disclose to the search committee chair any real or potential conflict of interest between myself and any applicant. I understand if such a conflict arises, I may be precluded from continuing on the search committee.

Applicant Inquiries and Contact: Refrain from independently conducting any type of background check or inquiry on an applicant including: conducting any type of online search of applicants and asking people who may know an applicant for information or opinions about the applicant. Refrain from accepting/reviewing additional materials, communications, or information from an applicant (or someone who knows the applicant) shared outside of the official vetting process or without prior approval of the Office of Human Resources.

I understand that I may be removed from the search committee, may be subject to being barred from serving on a future search committee, and/or may be subject to disciplinary action up to and including dismissal, if I breach any of these terms or fail to act in a professional manner.

I also 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

Printed Name

Department/Discipline