

Charge

Through this confidential process, the charge of a search committee is to:

- Fully participate in committee activities;
- Review all applications/vita/resumes;
- Screen out non viable candidates following all applicable state, federal and university rules;
- Produce a strong pool of qualified and diverse applicants through consensus;
- Ensure all recommended candidates meet or exceed minimum qualifications; and
- Recommend 2 to 6 candidates for the next steps of the search where the hiring authority will make the final hiring decision. **The role of the committee has been fulfilled at this point.**

To help guide the process, a search committee consultant from Human Resources shall serve as a non-voting member to assist with the following items:

- Search committee best practices;
- Recommend and coordinate with various advertising outlets;
- Establish timeline;
- Interact with applicants as needed or requested; and
- Collect committee notes at conclusion of search.

The hiring department (or search committee chair) should include an administrative support individual as a non-voting member of a search committee to assist with any administrative responsibilities for the committee.

Confidentiality Agreement

Confidentiality Agreement between George Mason University and _____
Print Name

Protecting applicant confidentiality is one of the search committee's most important responsibilities throughout the search process. Confidentiality of the names of applicants and information developed about them and their employing institutions is necessary to attract high quality finalists, to avoid putting their current positions in jeopardy, and to protect the University's integrity.

Under the Freedom of Information Act, all applicants (even in-house candidates) are protected until they are declared finalists, at which point their records may be released if requested.

The following confidentiality guidelines should be followed:

- Do not disclose the names of the position applicants.
- All discussions among committee members are confidential.
- All applicant files should be stored in a locked filing cabinet or password-protected computer.
- Remind faculty and staff who may access the files that the information is confidential.
- eWork access information (guest user ID and password) should be kept confidential among search committee members, HR and the hiring department liaison only.
- Disclose confidentiality breaches to the committee chair or HR consultant.

In participating as a member of the hiring committee for the position of _____,
I understand that it is my responsibility to keep confidential information that I receive about applicants, and will not further disclose such information to persons outside the University.

I agree not to disseminate outside of the University written documents regarding the applicants, except as required to be disclosed by the Virginia Freedom of Information Act, or as otherwise required by law to be disclosed.

Signature / Date