

## APPENDIX C

### Search Committee Code of Ethics

Searches are an opportunity for an institution to demonstrate high ethical standards. Searches done well win the respect and praise of candidates who are offered positions as well as those who are not. In addition, an effective search is an opportunity for the institution to show itself favorably to many groups and individuals (e.g., national references, professional colleagues). To attract the best candidates, to retain until closure those who are most competitive, and to fulfill a responsibility to treat candidates confidentially and ethically, the search committee should commit itself to:

- Create a search environment which respects the rights and dignity of all persons
- Maintain in strict confidence and in perpetuity:
  - All information about candidates secured during the search process (e.g., names, written materials, references)
  - **All search committee conversations and deliberations**
- Put aside personal agendas, biases, or political positions so that each candidate has an honest and fair evaluation
- Represent the institution as a whole (department, College, and University) rather than individuals or group stakeholders
- Receive candidate permission prior to reference checking for both references on list and references not on the candidates list
- Establish accuracy of information on candidates
- Ensure the safety of records after the search is completed retaining search records in compliance with institutional, state, and EEOC guidelines and disposing of records in a manner which retains candidate confidentiality
- Follow all by-laws of the institution and laws of the state and nation
- Affirm that only the chair of the committee speaks for the committee

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Committee Member Signature

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Date

\*Adapted from UA Presidential Search Committee Materials, 2003

\*\*Send electronic copy of signed document to Search Chair and to Senior Associate Dean's Administrative Assistant.