

Zimbra

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**Fwd: Confidentiality agreement**

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**From :** Sabina Burton <burtons@uwplatt.edu>

Tue, Oct 08, 2013 09:24 AM

**Subject :** Fwd: Confidentiality agreement 1 attachment**To :** Bryant J Etherton <ethertonb@uwplatt.edu>

CJ Search &amp; Screen Members,

Dean Throop asked all search & screen members to sign a confidentiality agreement. You can give your signed copy to me and I will take it to the dean's office before the due date.

Thanks,

Sabina

----- Forwarded Message -----

From: "Elizabeth A Throop" &lt;throope@uwplatt.edu&gt;

Sent: Tuesday, October 8, 2013 8:33:24 AM

Subject: Confidentiality agreement

Hi all,

I'm contacting you because you are either a department chair or a search committee chair. This year we will be instituting a new practice as we do our searches. I would ask that each of you involved in searches for full-time faculty or academic staff sign and return the attached agreement--it says, mainly, that you will not discuss candidates with anyone outside of the search committee, and that you will not share any information at all regarding candidates, with anyone outside of the committee. Please ask the members of your search committee to sign and return the forms as well. I'd appreciate having these forms back in my office by next Wednesday, October 16, 2013.

This is a pretty typical form used across the nation, and it seems wise to highlight candidate confidentiality as we go forward with searches. I'd also ask that, when you get to reference checks, you get overt permission from candidates for off-list reference checks and that you be quite judicious in your use of that practice.

Let me know if you have any questions or comments!

Best,  
Liz

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**Confidentiality Agreement.docx**

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