

**Zimbra****burtons@uwplatt.edu**

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**Re: candidate folders**

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**From :** Thomas E Caywood <caywood@uwplatt.edu>

Mon, Jan 06, 2014 11:32 AM

**Subject :** Re: candidate folders**To :** Sabina Burton <burtons@uwplatt.edu>

Thank you for clarifying the university's position about confidentiality. As a result I have taken appropriate measures to secure the confidentiality of applicants from previous search and screen committees that occurred while I was department chair.

Again thank you for your response.

Tom Caywood, Ph.D.  
Criminal Justice Department  
UW-Platteville

----- Original Message -----

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

To: "Thomas E Caywood" <caywood@uwplatt.edu>

Cc: "Cheryl BanachowskiFuller" <banachoc@uwplatt.edu>, "Mike Dalecki" <dalecki@uwplatt.edu>, "Elizabeth A Throop" <throope@uwplatt.edu>

Sent: Friday, January 3, 2014 10:15:55 AM

Subject: Re: candidate folders

Tom,

You as a non-member of the search & screen committee are not privileged to that information. I am aware of an attempt of at least one other un-authorized person to access this privileged information. That is why this information has not be placed in the drawer.

For relevant reference see the following link: <http://www.uwplatt.edu/pers/genhire.htm>

To quote from this source: "Note: Only the Dean (Senior Administrator), Department Head (Supervisor), members of the Search and Screen Committee or others directly involved in the selection process are to see the application materials, know of the contents or know the names of the applicants. Storage of application materials must ensure confidentiality."

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----- Original Message -----

From: "Thomas E Caywood" <caywood@uwplatt.edu>  
To: "Cheryl BanachowskiFuller" <banachoc@uwplatt.edu>, "Sabina Burton" <burtons@uwplatt.edu>  
Sent: Friday, January 3, 2014 9:55:05 AM  
Subject: candidate folders

Since both searches are completed for next year and two individuals were hired when

will candidate folders be placed in the search and screen drawer in the mail room?

I'm sure faculty who were not on search and screens would like to review all applicants.

Tom Caywood, Ph.D.  
Criminal Justice Department  
UW-Platteville

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