The City College of New York

OFFICE OF COMPLIANCE AND DIVERSITY
CONFIDENTIALITY FORM/SEARCH ADVISORY

NAME: _____
TITLE: _____
ROLE: SEARCH COMMITTEE MEMBER

By my signature below and in consideration of my participation as a member of the search advisory committee, I pledge to adhere to the following:

1. As a member of the search advisory committee, I accept my responsibility, shared by my fellow committee members, to protect the integrity of The City College of New York of the City University of New York, and all prospects, candidates and final candidates.

2. I acknowledge that only the Chair of the search advisory committee is authorized to speak to the news media on behalf of the search committee.

3. I certify that I am not a candidate for the position.

4. I agree to disclose promptly to the Chair of the search advisory committee any appearance of real or potential conflict of interest in a relationship between me and a prospect or candidate.

5. I acknowledge that information management is a crucial component of the search advisory committee's work. This work includes information developed and received about prospects, candidates and their employing institutions. I understand that this effort is necessary to attract the highest-quality finalists, to avoid putting their current positions in jeopardy, and to protect The City College of New York of the City University of New York's integrity. Specifically, I will adhere to the following principles:

    a. I will respect the absolute confidentiality of all prospects and candidates. I will not reveal the identity of or any other information about prospects or candidates before or after the search advisory committee completes its work.

    b. I will be fair, accurate, honest and responsible in my management of information germane to the search process.

    c. I will guard against inaccuracies, carelessness, bias, and distortion made by either emphasis or omission of information.

    d. I will strive to treat issues impartially and handle controversial subjects dispassionately.

    e. If requested, I will give accurate and complete reports on candidates to the Chair of the search advisory committee.

6. I will place the best interests of The City College of New York of the City University of New York ahead of all special and personal interests, and I will use common sense and good judgment in applying ethical principles to all search advisory committee work.

7. I consider the letter and spirit of this statement to be a matter of personal responsibility.

_____ _____
Signature Date