



Commitment Form for Search Committee Members

As a member of the Search Committee for the position of _____ at The College of New Jersey, I understand that the ultimate success of our endeavor and the integrity of the College depend upon a search and selection process which is impartial, ethical and professional in manner. In consideration of my designation as a member of this Committee, I hereby agree to the following:

1. I understand that this Committee’s role is to recommend candidates to the Vice President/Department Chair/Dean/Business Unit Leader who has the ultimate authority to appoint faculty or staff.
2. As a member of the Committee, I accept the responsibility of conducting myself in a professional manner as a representative of The College of New Jersey.
3. I acknowledge that all information concerning the candidate pool is confidential and agree to permanently protect the identity of individuals who have expressed interest in exploring this opportunity, including individual qualifications and merits.
4. I agree to maintain absolute confidentiality about all discussions of candidates by the Committee, both during the review process and after its completion. I understand that any breach in confidentiality could result in considerable damage to the reputations and/or livelihoods of the candidates, the Committee and the College.
5. I agree that any and all information in the form of papers, books, files, documents, electronic communications, or in any other form or format, which comes into my possession and relates to the work of the Committee, is confidential other than information that is or becomes publicly known other than through my disclosure.
6. I acknowledge that only the Chair of the Committee or designee is authorized to speak on behalf of the Committee.
7. Upon the request of the Chair of the Committee, I agree that I will return or destroy all materials which I have been provided as a member of the Search Committee.
8. I understand that I may be removed from the Committee if I breach any of these confidentiality obligations or fail to act in a professional manner.
9. I also understand that should I be removed, all the terms of this agreement are still applicable and binding upon the termination of the committee.
10. I have read, understand and agree to abide by all of the terms of this Confidentiality Agreement, as a condition of my service as a member of the Search Committee.

I have reviewed the [Professional Staff Recruitment Process Presentation](#) and completed the [E-learning: Recruiting and Hiring for a Diverse Workforce](#) training program.

Employee Name: _____ Date: _____

Race: _____ Ethnicity: _____ Gender: _____

Employee Signature: _____ Job Title: _____