Cal Poly Humboldt
Academic Personnel Services

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Requisition # : _____
(Assigned by APS)

Confidentiality Acknowledgment and Agreement for Search/Screening Committee Members and Department Support Staff

Faculty Unit

Department/Hiring Unit: _____

Discipline/Area: _____

Equity Advocate Name: _____

The undersigned Search/Screening Committee members (and Equity Advocate) hereby acknowledge and agree to the following confidentiality provisions:

- I understand that the identity of applicants and all application materials are confidential personnel documents and are not to be shared outside of the Search/Screening Committee membership.
- I understand that all search/screening committee deliberations of individual candidates shall be construed as confidential and covenant with other committee members to respect the confidentiality of committee deliberations by refraining from commenting on any committee deliberations outside of the committee itself.
- I understand that to ensure the confidentiality of the search process, the Chair of the Search/Screening Committee is to be the only public voice for the committee and I agree to refrain from making any public comments on the search process.

Search/Screening Committee Members*:

			Avoiding Unconscious Bias Training Current?		Tenured or Tenure-Track Faculty?	
Chair Name	Chair Signature	Date	☐ Yes	☐ Scheduled	☐ Yes	☐ No
Member Name	Member Signature	Date	☐ Yes	☐ Scheduled	☐ Yes	☐ No
Member Name	Member Signature	Date	☐ Yes	☐ Scheduled	☐ Yes	☐ No
Member Name	Member Signature	Date	☐ Yes	☐ Scheduled	☐ Yes	☐ No
Member Name	Member Signature	Date	☐ Yes	☐ Scheduled	☐ Yes	☐ No

**Three tenured/tenure-track faculty members minimum. Search Committee membership must comply with Article 12.22 of the faculty collective bargaining agreement.*

The undersigned Department Support staff hereby acknowledges and agrees to the following confidentiality provisions:

- I understand that the identity of applicants and all application materials are confidential personnel documents and are not to be shared outside of the Search/Screening Committee membership.
- I understand that to ensure the confidentiality of the search process, the Chair of the Search/Screening Committee is to be the only public voice for the committee and I agree to refrain from making any public comments on the search process.

Department Support Staff:

Staff Name	Staff Signature	Date