



## Confidentiality Acknowledgement & Agreement For Individuals Participating in Employment Searches

Recognizing the balance between confidentiality and public accountability in recruiting the most competitive applicant pools, the NSHE Board of Regents has adopted the following confidentiality and public records provisions (at Title 2, Chapter 5, §5.6.3 of the Board of Regents' Handbook):

- The identity of applicants and all application materials are confidential and may not be released publicly during search processes without the written authorization of the prospective employee.
- Upon acceptance of an employment offer, information contained in the application materials shall become public records. [NOTE: If applicable, the UNLV Pre-Employment Certification requires applicants to release application materials upon "acceptance of an invitation to participate in an on-campus interview."]

### Search Committee Members

Members of search committees are required to sign the acknowledgement below of these confidentiality provisions as a prerequisite to obtaining access to application materials through Workday.

### Other Individuals Participating in Employment Searches

Many academic searches entail systematic consultation with departmental faculty (particularly with respect to tenure-track appointments) or auxiliary reviewers across campus (where cross-divisional interest in a given vacancy warrants). These consultations are a necessary and important step in many screening processes. However, it is equally incumbent on departmental faculty or auxiliary reviewers to acknowledge the Board's confidentiality provisions with respect to application materials. These individuals too are required to sign the acknowledgement below in order to participate in the evaluation of candidates.

### Acknowledgement and Agreement

By agreeing to serve on the Search Committee for \_\_\_\_\_ or to assist the Search Committee in the evaluation of candidates **prior to on-campus interviews**, the undersigned hereby acknowledges and agrees to the following confidentiality provisions:

- I understand that the identity of applicants and all application materials are confidential.
- I understand that all deliberations regarding individual candidates prior to on-campus interviews shall be construed as confidential and hereby covenant with search committee members and other departmental faculty to respect the confidentiality search processes by refraining from any public discussion of candidates prior to on-campus interviews.
- I understand that to ensure the confidentiality of the search process, the Chair of the Search Committee or the Hiring Official (the principal administrator responsible for the search process) are to be the only public voices for the Search Committee, and I agree to refrain from making any public comments on the search process.

Name	Signature	Date

Note: Once a candidate accepts an invitation to participate in an on-campus interview, the UNLV pre-employment certification (if applicable) or the candidate's application in Workday, includes the applicant's authorization to publicly disclose his or her status as an applicant and to discuss his or her candidacy publicly; and this confidentiality agreement expires. This confidentiality agreement should be retained in departmental search files.