



San José State
UNIVERSITY

Office of Faculty Affairs

One Washington Square, San José, California 95192-0021 PH (408) 924-2450 Fax (408) 924-2425

Directions for the Dean: *It is the responsibility of the Dean to read this admonition to the entire committee at the beginning of the process before the committee discusses criteria, drafts interview questions, reviews applications and/or resumes or begins any work. Failure to read this statement may result in cancellation of the recruitment.*

Dean's Charge to Committee

All information learned from any recruitment document or during interviews is privileged. The information is not for public disclosure. In the eyes of the law, each committee member is viewed as an agent of the university. During the selection process, it is important that we do not create a liability for the university or for ourselves as individuals. Members who disclose privileged information run the risk of involving themselves and/or the university in a lawsuit (examples include defamation, which occurs when an individual communicates false, injurious information about another, and invasion of privacy, which includes placing another in a false light in the public eye or public disclosure of private facts). In any lawsuit it is possible for an individual to be named as a defendant as well as the university.

Our University policies, S98-8 and S99-8, also discuss the importance of confidentiality in all personnel matters and the high ethical standards expected of faculty members in the course of conducting the work of the University.

An appropriate response to questions from individual applicants or the public about any aspect of the recruitment process should be:

- Recruitment is a confidential process and therefore I am unable to respond to your question.
- The recruitment process is treated with confidentiality, so it would be inappropriate for me to answer your question or that of any other applicant.

If the person inquiring is not satisfied with your response, please ask them to refer the question to Office of Faculty Affairs.

Signatures of Faculty Recruitment Committee Members

I confirm that the Confidentiality Statement has been read to me and that I understand it and agree to abide by the provisions and requirements of the statement.

_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date

"SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose."