SJSU | PEOPLE AND CULTURE

Recruitment Committee Confidentiality Statement

Directions for the Dean: University Policy S15-6 makes it the responsibility of the Dean to read this statement to the entire committee at the beginning of the recruitment process before reviewing applications. Failure to read this statement may result in cancellation of the search. If you have any questions, please call People and Culture Faculty Services ("P&C-FS") at 408-924-2450. This form is submitted with the recruitment packet.

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. University policies 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, colleagues, or the public about any aspect of the recruitment process should be:

- Recruitment is a confidential process, therefore I am unable to respond to your question.
- At SJSU Recruitment is always a confidential process. It would be inappropriate for me to answer your question or that of any other person not on the committee.

If the person inquiring is not satisfied with your response, please ask them to refer the question to me or UP-FA.

Signatures of Faculty Recruitment Committee Members

I confirm that the Confidentiality Statement has been read to me, that I understand it, and I agree to abide by the provisions and requirements of the statement. Furthermore, I am committed to upholding SJSU's non-discrimination statement. (See below)

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

San José State University (SJSU) is an Equal Opportunity employer committed to nondiscrimination on the basis of age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, genetic information, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or protected veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty and staff programs and activities. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.