

**Confidentiality Agreement and Code of Ethics
for the
State Council of Higher Education for Virginia Director Search Committee**

By my signature below, I agree to adhere to the following provisions on the disclosure of Confidential Information as a condition of my participation in the search process:

- 1) I acknowledge that only the Co-chairs of the Search Committee or the Chair of the Council are authorized to speak to the news media or any other publication or media outlet, or to respond to any inquiries, on behalf of the Search Committee.
- 2) I accept my responsibility shared by my fellow Search Committee members to protect the integrity of the State Council of Higher Education for Virginia, the Commonwealth of Virginia, and all prospects, semi-final candidates, and final candidates.
- 3) I acknowledge that the substance of the Search Committee's discussions and deliberations, including without limitation the identification of individual members of the Search Committee as having expressed particular opinions about specific prospects or candidates, or the general or specific opinions expressed by the Search Committee members, are to be kept confidential and not to be shared publicly.
- 4) I certify that I am not a candidate for the position of Director of the State Council of Higher Education for Virginia.
- 5) I agree to disclose promptly to the Search Committee any conflict of interest, or the appearance thereof, as a result of a relationship between me or a family member and any prospect or candidate, or for any other reason.
- 6) I acknowledge that information is a crucial component of the Search Committee's work. This work includes, without limitation, information developed and received about prospects, candidates and their employing institutions. I understand maintaining the confidentiality of this information is necessary to attract high quality finalists, to avoid putting their current positions in jeopardy, and to protect the integrity of such individuals as well as that of the State Council of Higher Education for Virginia and my fellow Search Committee members. Specifically, I will adhere to the following principles:
 - I will respect the **absolute confidentiality** of all prospects and candidates. I will not reveal the identity of, or any other information about, prospects and candidates before or after the Search Committee completes its work.
 - I will be fair, accurate, honest and responsible in my management of information germane to the search.
 - I will guard against inaccuracies, carelessness, bias, and distortion made by either emphasis or omission of information.

- I will strive to treat issues impartially and handle controversial subjects dispassionately.
 - I will give accurate and complete reports on candidates to the Search Committee Co-chairs or designee.
- 7) I will place the best interests of the State Council of Higher Education for Virginia and the Commonwealth ahead of all special and personal interests and I will use common sense and good judgement in applying ethical principles to this search process.
- 8) I will attend all meetings of the Search Committee and if I am unable to do so, I will contact the Search Committee Co-chairs or designee in a timely manner.
- 9) I agree to transfer all records related to the search, including but not limited to written confidential personnel information, in my possession, including any handwritten notes, to the Search Committee Co-chairs or designee within thirty (30) days after the conclusion of the work of the Search Committee.
- 10) I consider the letter and spirit of this Confidentiality Agreement and Code of Ethics to be a matter of personal responsibility and that my failure to uphold this responsibility may lead to my removal from the Search Committee by the Chair of the Council.

Signature

Date

Print Name