

## **Academic Personnel Services**

### **Confidentiality and Privacy Rights of Applicants for Faculty Recruitments**

The recruitment process is confidential. People who serve as members of a search (screening) committee shall maintain the confidential nature of all committee deliberations. All communication, written and verbal, concerning the selection process shall be confidential to the committee.

All materials regarding applicants in the search process are protected by privacy laws and are, therefore, confidential. Screening committee members shall not share information regarding applicants including, but not limited to, their identity, strength of candidacy, rating system, etc., with any individual outside of the screening committee except as authorized by the candidate.

It is illegal to contact individuals (i.e. references, present or previous employers) without prior permission from the applicant.

It is illegal to tape record individual conversation without permission of the individual (i.e. applicants, references). If it is necessary to tape record an interview due to the absence of a committee member, there must be agreement from the candidate and the statement should be made that once the absent member has listened to the recording it will be destroyed. The chair of the search committee is responsible for disposing of these tapes following their designated use.

Matters concerning numbers of applicants in a search, the status of the search, and all other aspects of the search process are presumptively confidential. There may be exceptions to this such as after the finalists have been identified and invited for on-campus interviews. Please consult with the Academic Personnel office for further information.