

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 record individual conversation without permission of the individual (i.e., applicants, references). If it is necessary to record an interview due to the absence of a committee member, the candidate must give prior consent to the committee to record the interview. Please use the "Consent for Video Recording_Cal Poly Humboldt" document to document this agreement. Once the absent member has viewed or listened to the recording, it should be erased or destroyed. The chair of the search committee is responsible for disposing of these recordings 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.