

**MARS HILL UNIVERSITY
SEARCH COMMITTEE CONFIDENTIALITY
AGREEMENT & TRAINING CERTIFICATION**

As a condition of my appointment to serve on one or more search committees at Mars Hill University, I certify that I have completed all units of Search Committee Training, and I agree as follows:

1. For purposes of this agreement, "confidential information" is defined as information disclosed to me or known by me as a consequence of serving on a search committee and not generally known to people not on the search committee. Confidential information includes such items as personnel information provided by candidates with the understanding and intention that it will be used exclusively to determine their fitness for service in the position. Personnel information also includes but is not limited to information derived from documents, correspondence, transcripts, references, interview notes, e-mail or other electronic communications, telephone communications, video conferencing communications, and oral conversations or presentations, either during or outside of committee meetings, with or without the participation of a candidate.

2. Confidential information shall be restricted only to members of the search committee who are directly involved in the review, evaluation, or selection of candidates for the position. I agree to hold the confidential information of the search committee in trust and confidence, and will not use or disclose it or any embodiment thereof, directly or indirectly, except as may be necessary in the performance of my duties for the search committee, or as required by law. I understand that improper disclosure could be damaging to Mars Hill University.

3. I will not remove materials, whether in paper, digital, or other format, containing confidential information from Mars Hill University, unless authorized in writing to do so by the chair of the search committee. I understand that any and all such materials are the property of MHU. Upon termination of my service on a search committee or as requested by the committee chair, I will return all such materials and copies thereof to the chair.

4. I agree that if I violate confidentiality, I may be subject to immediate dismissal from the search committee, or legal action or both.

By my signature below, I acknowledge my understanding of this *Confidentiality Agreement*, and indicate my agreement to abide by the conditions described herein and certify that I have completed all units required to serve as a member of a search committee at MHU.

SEARCH COMMITTEE MEMBER:

(Signature)

(Type/print name)