**Department Letterhead**

**TITLE OF POSITION, UNIT**

**CHARGE AND EXPECTATIONS**

The search committee is charged with the identification, screening, interviewing, vetting, and recruitment of candidates for the position of POSITION. It will be incumbent upon the search committee members to also use their professional contacts and judgment in this selection process.

When vetting candidates, attributes should be considered in accordance with the position description, such as achievement, people skills, and an uncompromising commitment to excellence. Given this time in Georgia Tech’s history, candidates should also feel very comfortable with our Creating the Next Report and with the institutional commitment to diversity.

The search committee should find three or four unranked finalists for consideration and possible invitation to visit campus on or about August 2019.

**CONFIDENTIALITY**

As a member of the search committee for the POSITION, I recognize and respect the essential need for confidentiality and integrity in the conduct of this search. By my signature below, I will adhere to the following:

1. I agree to protect the confidentiality of all discussions, written materials, and other communications related to the work of the search committee. This includes information about prospects, candidates and their employers. I understand that this is necessary to attract the highest quality candidates, to avoid putting their current positions in jeopardy, and to protect the integrity of Georgia Institute of Technology.
2. I agree that I will not discuss or communicate in any manner any such confidential information with anyone other than members of the search committee, the Associate Provost, or people expressly designated by the search committee chair to receive such confidential information.
3. I recognize that my obligation to maintain confidentiality as described above applies during the search process and continues after the search committee has completed its work.
4. I acknowledge that only the chair of the search committee, working in consultation with the Institute Communications as appropriate, are authorized to speak on behalf of the search committee, including speaking to the Georgia Tech community or with any form of news media.
5. I agree to promptly disclose to the chair of the search committee any real or potential conflict of interest or appearance thereof, in a relationship between me and a prospect or candidate.
6. I will abide by these general principles of conduct: I will observe a high standard of ethical and professional behavior; I will guard against inaccuracies, bias, and distortion made by either emphasis or omission of information; I will strive to treat issues impartially and handle controversial subjects objectively; and I will treat all members of the committee with civility and respect.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name