

**Search Committee Members  
Code of Ethics**

As a member of the search advisory committee, I accept my responsibility to protect the integrity of every prospect and candidate. Accordingly, I pledge to adhere to these principles:

1. I certify that I am personally not a candidate for the position.
2. I subscribe to the principle that any appearance of real or potential conflict of interest in the relationship between me and a prospect or candidate should be avoided and that its occurrence will be disclosed promptly to the committee.
3. I pledge to keep as my primary focus the need of the institution to attract a qualified individual within a timetable that gives it a competitive advantage.
4. I pledge to focus my assessments of candidates on their skills and experiences related to the requirements of the position as reflected in the position announcement.
5. I acknowledge that only the President is authorized to speak to the media or others on behalf of the institution.
6. I will follow the principles listed below for the management of information about the work of the committee. This work includes what is developed and received about prospects, candidates, and their employing institutions. I understand this effort is necessary to attract excellent finalists, to avoid putting their current positions in jeopardy, and to maintain my institution's professional image. Specifically, I will adhere to the following code of responsibility, accuracy, and integrity:
  - I pledge to respect the absolute confidentiality of all prospects and candidates. I will not reveal the name of or any information about any prospect or candidate before or after the committee completes its work. (Information inquiries will be handled by media relations and legal staff).
  - I will adhere to the highest standards of ethical and professional conduct.
  - I will be fair, accurate, honest, responsible, and decent in my management of information.
  - I will be guided by principles of truth and focus on factual information.
  - I will avoid practices that would conflict with my ability to be fair and unbiased.
  - I will develop my independent opinions prior to group discussions.
  - I will guard against inaccuracies, carelessness, bias, and distortion made through either emphasis on or omission of information.
  - I will admit any misrepresentation of information and correct it promptly and prominently.
  - I will strive for impartial treatment of issues and dispassionate handling of controversial subjects. I understand that prospects and candidates who have held executive jobs and made difficult decisions have not necessarily been in positions to win popularity contests.
  - I will not permit personal interests to distort or misrepresent the facts.
  - I will give any requested reports on candidates to the chair of the search advisory committee for determining their accuracy before the chair shares the information with others.
  - I understand that no code of ethics can prejudice every situation.
  - I will use common sense and good judgment in applying ethical principles to search work.
  - I consider the content and intent of this statement to be a matter of personal responsibility.

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Print Name

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Signature

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Date