Conditions for Participating as an Employment Search Committee Member or to Assist the Search Committee

Introduction

Recognizing the balance between confidentiality and public accountability in recruiting the most competitive applicant pools, the NSHE Board of Regents has adopted the following confidentiality and public records provisions (at Title 2, Chapter 5, §5.6.3 of the Board of Regents’ Handbook):

- The identity of applicants and all application materials are confidential and may not be released publicly during search processes without the written authorization of the prospective employee. Once a candidate accepts an invitation to participate in an on-campus interview, the UNLV pre-employment certification includes the applicant’s authorization to publicly disclose his or her status as an applicant and to discuss his or her candidacy publicly; and this confidentiality agreement expires with regards to those public candidates only.

- Upon acceptance of an employment offer, information contained in the application materials shall become public records. The UNLV Pre-Employment Certification requires applicants to release application materials upon “acceptance of an invitation to participate in an on-campus interview” and

Confidentiality and Conflict of Interest Provisions for Search Committee Participants

As a prerequisite to obtaining access to application materials, individuals serving on the Search Committee for or to assist the Search Committee in the evaluation of candidates prior to on-campus interviews agree to abide by and operate under the following confidentiality provisions:

- Participants must maintain confidentiality with respect to the identity of applicants and all application materials submitted.

- All deliberations regarding individual candidates prior to on-campus interviews shall be construed as confidential and all information related to the work of the search committee, whether verbal or written, will be treated as such. Each search committee members and other departmental faculty are required to respect the confidentiality of the search processes by refraining from any public discussion of candidates prior to on-campus interviews.

- The Chair of the Search Committee or the Hiring Official (the principal administrator responsible for the search process) or their designee are to be the only public voices for the Search Committee, and review participants agree to refrain from making any public comments on the search process.

Other Individuals Participating in Employment Searches

Many academic searches entail systematic consultation with departmental faculty (particularly with respect to tenure-track appointments) or auxiliary reviewers across campus (where cross-divisional interest in a given vacancy warrants). These consultations are a necessary and important step in many screening processes. However, it is equally incumbent on departmental faculty or auxiliary reviewers to acknowledge the Board’s confidentiality provisions with respect to application materials.