

SONOMA STATE UNIVERSITY

Unconscious Bias & Confidentiality Agreement

To protect the privacy of candidates and to preserve the integrity of the recruiting process, all search advisory committee members are required to maintain confidentiality throughout and after the conclusion of the recruitment process. Confidential information includes, but is not limited to, application materials and matters discovered during the recruiting process. All information relating to the search may only be discussed with other search committee members, Human Resources or Administrators in the chain of command of the hiring department.

As a member of a search advisory committee at Sonoma State University, I agree to protect the integrity of the search process and to ensure the highest standards in participating in the recruitment process. Specifically:

1. I pledge to respect the absolute confidentiality of all prospects, nominees, and candidates. With the exception of any publicly identified candidates, I will not reveal to anyone, the name of, or any information about, any candidate before, during, or after the search.
2. I commit to be fair and unbiased and to guard against inaccuracies, carelessness, and distortions as the search progresses.
3. I pledge to diligently review all materials prior to committee meetings to ensure sound evaluation of candidates, semi-finalists, and finalists.
4. I will make reasonable efforts to afford flexibility in my schedule so that I may be present for search committee meetings and candidate interviews. If I have a conflict with scheduled meetings and/or interviews, I will notify the committee chair and/or HR liaison in advance. Should I not be present for a candidate conversation, I understand I will have to recuse myself from providing feedback on said individual outside of any feedback based solely on application materials.
5. I commit to ensure the safety of records and materials throughout the search and their disposal after the search has ended in order to honor candidate confidentiality and the integrity of the search.
6. I understand that any appearance of real or potential conflict of interest between a prospective candidate and me must be disclosed promptly and completely to the chair of the search committee.
7. I am not and will not become a candidate for the position.

Name (Please print) _____

Signed _____ Date _____

** Bias is a prejudice in favor of or against one thing, person, or group compared with another usually in a way that's considered to be unfair. Biases may be held by an individual, group, or institution and can have negative or positive consequences. It is important to note that biases, conscious or unconscious, are not limited to ethnicity and race. Though racial bias and discrimination is well documented, biases may exist toward from any social group. One's age, gender, gender identity, physical abilities, religion, sexual orientation, weight, and many other characteristics are subject to bias. Unconscious biases are social stereotypes about certain groups of people that individuals form outside their own conscious awareness. Everyone holds unconscious beliefs about various social and identity groups, and these biases stem from one's tendency to organize social worlds by categorizing.*