

Oklahoma City University

VICE PRESIDENT FOR DIVERSITY AND INCLUSION SEARCH COMMITTEE CONFIDENTIALITY AGREEMENT

In an effort to encourage prospective candidates to the opportunity of becoming Vice President for Diversity and Inclusion for Oklahoma City University (OCU), I understand that each member of the Search Committee must assure the prospective candidates absolute confidentiality. Therefore as a requirement for and in consideration of serving as a member of the Search Committee, I agree to abide by the following terms and conditions:

- 1) As a member of the Search Committee, I accept the responsibility of conducting myself in a professional manner as an ambassador of OCU and the Search Committee.
- 2) I understand that this search is an open process and that we are to proactively seek and encourage nominations of interested and undeclared candidates from all constituencies and other sources. I will actively seek to identify and attract prospective candidates who have not expressed formal interest in this opportunity and ask the Chair to encourage them to explore the opportunity with us.
- 3) I acknowledge that all information concerning the candidate pool is extremely confidential and agree to permanently protect the identity of individuals who have expressed interest in exploring this opportunity. I further acknowledge that as a member of the Search Committee I will have access to certain confidential information of OCU and the Search Committee, such as discussions regarding the qualifications and merits of individual candidates, and agree to maintain the confidentiality of all such information. I understand that any breach in confidentiality could result in considerable damage to the reputations and/or livelihoods of the candidates, the Search Committee and OCU.
- 4) I understand that all nominations or expressions of interest that might come to my attention should be passed on to the committee Chair, who will provide all documents for confidential viewing by all members of the Search Committee. The Chair will respond confidentially to all nominations or expressions of interest.
- 5) I acknowledge and agree that the only spokesperson for the Search Committee, both during the Search Committee's work and after its completion, is the Chair of the Search Committee.
- 6) I understand that I may be removed from the Search Committee if I breach any of these confidentiality obligations or fail to act in a professional manner as an ambassador of OCU and the Search Committee. I also understand that should I be removed all the terms of this agreement are still applicable and binding upon me.
- 7) Upon the request of the Chair of the Search Committee, I agree that I will return or destroy all materials which I have received as a member of the Search Committee.

I have read, understand, and agree to abide by all the terms of this Confidentiality Agreement, as a condition of my service as a member of the Search Committee.

Signed,

Name

Date