

IMPERIAL VALLEY COLLEGE SUPERINTENDENT/PRESIDENT SEARCH

Screening Committee Code of Ethics & Commitment to Confidentiality

As a member of the Screening Committee, I agree to protect the integrity of the search process and to ensure the highest standards in attracting, reviewing, interviewing, and recommending the best candidates. Specifically:

1. I pledge to respect the absolute confidentiality of all prospects, nominees, and candidates, and of all deliberations of the search. I will not reveal to anyone, the name of, or any information about, individuals involved in the search (including internal candidates) 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 understand that my invitation to serve on the Screening Committee reflects my commitment to Imperial Valley College. My commitment in this search is not to serve as a representative of my role but to think about the best interests of the College.
4. I pledge to diligently review all materials prior to committee meetings to ensure sound evaluation of candidates at all points in the process.
5. I will not seek outside information on the candidates (via internet, social media, contacting colleagues, etc.).
6. I will take care when taking notes in interviews or filling out evaluation forms. Federal, state, and organizational discrimination laws and policies are to be adhered to at all times. I will only consider information that is relevant to the search process, e.g., whether the candidate has the necessary experience, education, and skills for the position in question.
7. I commit to ensure the safety of records and materials throughout the search and their appropriate disposition after the search has ended in order to honor candidate confidentiality and the integrity of the search. I will take special care to safeguard candidate information in print and on Academic Search's secure website and by avoiding discussion of confidential matters concerning the search process in public areas.
8. 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 Screening Committee.
9. I certify that I am not, nor will I become, a candidate for the position.
10. I understand that only the Chair of the Screening Committee is authorized to speak on behalf of the committee.

Signed: _____ Date: _____

Name (Please print): _____

**Please sign and return to search liaison Mabel Vargas <mabel.vargas@imperial.edu>.*