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**UNIVERSITY OF MINNESOTA**

**SEARCH COMMITTEE CONFIDENTIALITY SUMMARY**

Confidentiality applies to your:

* knowledge of candidate names and their status in the search
* knowledge of the discussion and vote of the search committee
* possession of confidential candidate materials and access codes

Any breach of confidentiality has the potential to negatively impact:

* quality of the pool
* reputation or job security of any of our candidates
* our reputation as an institution of integrity in the executive search
* process

Your colleagues will be naturally curious about the search and will likely ask you about it.

OK to disclose:

* who is on the search committee
* position description
* timeline
* where we are in or next steps in the search process

If you are asked about the identification of or status of any candidate, the appropriate response is to say that you are not at liberty to discuss and that any information related to candidate identification, candidate status, or search committee discussion or vote of candidates is strictly confidential.

All media inquiries should be directed to the co-chairs, as spokespersons for the search, or to the professional staff to the committee.