

Tucson Unified School District
Confidentiality Agreement for Superintendent Applicant Screening Committee
Members

As a Superintendent Applicant Screening Committee Member for the Tucson Unified School District (TUSD), I understand the ultimate success of our screening process and the integrity of the school district depend on this search being conducted in an impartial, ethical and professional manner. I agree to abide by the following:

- I accept the responsibility to conduct myself in a professional manner throughout the applicant screening process.
- I acknowledge that all information concerning the applicant pool is extremely confidential and agree to permanently protect the identity of individuals who have expressed interest in exploring this opportunity.
- I will maintain the privacy of all applicants' information, even after the search process is complete. While the identities of the finalists will become public, the information I obtain is still confidential, even after the search is completed.
- I agree to maintain absolute confidentiality about all discussions of the search committee, both during the search process and after its completion. I understand that any breach of confidentiality could result in considerable damage to the reputations and/or livelihoods of the applicants, the screening committee members and the District.
- I agree that all information in the form of papers, books, files, documents, electronic communications, or any other form or format, which comes into my possession and relates to the work of the screening committee, is confidential other than information that is or becomes publicly known other than through applicant disclosure. I will record and consider only information that is job related including experience, education and skills for the superintendent position and I agree to return all search records at the conclusion of the screening to the search consultant.
- I acknowledge that only the search consultant is authorized to speak on behalf of the screening committee and I will not contact applicants. If I am contacted by someone who wishes to discuss any confidential aspect of the search, I will refer them to the search consultant.
- I agree that any real or potential conflicts of interest between myself and any applicant must be disclosed promptly to the search consultant and may preclude me from continuing on the screening committee.
- I will listen to the opinions of other screening committee members with respect and an open mind.

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

Print Name: _____

Signature: _____ Date: _____

Search Consultant: _____ Date: _____