

BSU SEARCH COMMITTEE RESPONSIBILITIES FORM

Vacant Position Title: _____

JVA Number: _____ **Date Posted:** _____ (Charge Is Self-Conducted by Each Committee Member)

SEARCH COMMITTEE MEMBERSHIP RESPONSIBILITIES

The search committee members each agree that they will not discriminate on the basis of race, color, religion, creed, political belief or affiliation, sex, national origin, age, mental or physical disability, genetic information, sexual orientation, marital status, gender identity and expression, and veteran status or any other non-job-related characteristic in the course of this search process. Each committee member is expected to comply with relevant Federal and State regulations as well as State and University policies, procedures and acceptable practices in the performance of their duties relative to this search process. Prior to the review of applications, each committee member accepts full responsibility to read in its entirety and apply in principle the BSU Policy No. HR-713: Hiring Policy, BSU Policy No. HR-715: Employment of Relatives (Nepotism), BSU Policy No. GA-615: Equal Opportunity & Affirmative Action, and the *BSU Hiring Guide* and to adhere to relevant policies and state and federal regulations. By serving on this search committee, each search committee member has voluntarily agreed that they will not become an applicant for this position during the course of this JVA-specific search process.

CONFIDENTIALITY

Information pertaining to the search and candidate selection process is strictly confidential. Discussion of search committee deliberations, determinations and recommendations with anyone other than fellow search committee members and authorized administrators, both during the search and after the search process concludes, is considered professionally unethical and is strictly prohibited. Applicant inquiries regarding search/employment processes are to be referred to the Office of Human Resources.

NON-RELATIVE AND / OR RELATIVE ASSOCIATION

If a committee member cannot consider all applicants fairly and impartially by virtue of a current or former personal or relative association with an applicant, the committee member is not to participate in the search process. The committee member is to notify the search chair and the hiring supervisor immediately so the committee member may be excused from the committee. The hiring supervisor will recommend a replacement committee member to the Cabinet-level Administrator, and will notify the Office of Human Resources of the committee membership change(s). Furthermore, an employee may not initiate or participate in any Institutional decision involving a direct benefit to a member of his/her immediate family, including serving as the immediate supervisor, or participating in recommendations regarding employment actions such as, but not limited to: Initial Employment, Retention or Promotion. When serving on a search committee, it is the employee's responsibility to notify the search chair and the hiring supervisor immediately when an employment situation may involve the employee and an employee's immediate family member.

My signature below indicates that I have read, understand, and agree to abide by these requirements.

_____ Chair (Printed Name)	_____ Signature	_____ Date
_____ Member (Printed Name)	_____ Signature	_____ Date
_____ Member (Printed Name)	_____ Signature	_____ Date
_____ Member (Printed Name)	_____ Signature	_____ Date
_____ Member (Printed Name)	_____ Signature	_____ Date