

BSC SEARCH COMMITTEE RESPONSIBILITIES FORM

Vacant Position Title: _____

JVA Number: _____ Date Posted: _____ Charge Conducted By/Date: _____

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 College 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 BSC Policy No. 42: Hiring Policy, BSC Policy No. 52: Employment of Relatives (Nepotism), BSC Policy No. 55: Equal Opportunity & Affirmative Action, and the *BSC 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 ASSOCIATION

If a committee member cannot consider all applicants fairly and impartially by virtue of a current or former personal association with an applicant, the member should not participate in the search process. The member should request permission from the hiring supervisor, with the approval of the President, to be excused from the committee. The hiring supervisor will recommend a replacement to the President.

HIRING OF RELATIVES

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. Such involvement includes, but is not limited to, participation in recommendations regarding: Initial Employment, Retention or Promotion. It is the employee's responsibility to notify their supervisor when an employment situation may involve the employee and the 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