Michigan Technological University Confidentiality Statement for
Faculty Recruitment/Interview/Selection Process

Instructions for the Chairperson of the Committee: It is the responsibility of the Chairperson of the
Recruitment/ Hiring Committee to read this admonition to the entire committee at the beginning of the
process before the committee discusses criteria, drafts interview questions, reviews applications and/or
resumes or begins any work. Failure to read this statement may result in cancellation of the recruitment.
(Return this completed form to Human Resources prior to interviewing.)

STATEMENT

All information learned from any recruitment document or during interviews is privileged. The
information is not for public disclosure. In the eyes of the law, each committee member is viewed as an
agent of the university. During the selection process, it is important that we do not create a liability for
the university or for ourselves as individuals. Members who disclose privileged information run the risk
of involving themselves and/or the university in a lawsuit involving a tort action. Examples are the tort
of defamation, which is committed when an individual communicates false, injurious information about
another; and tortious invasion of privacy, which includes placing another in a false light in the public
eye or public disclosure of private facts. In any lawsuit it is possible for an individual to be named as a
defendant as well as the university.

An appropriate response to questions from individual applicants, non-departmental colleague or the
public about any aspect of the selection process should be:

Selection is a confidential process and therefore I am unable to respond to your question.

The recruitment process is treated with confidentiality, so it would be inappropriate for me to answer
your question or that of any other applicant.

If the person inquiring is not satisfied with your response, please ask them to refer to Employment
Services in Human Resources.

COMMITTEE MEMBER SIGNATURES

I confirm that the Confidentiality Statement has been read to me and that I understand it and agree to
abide by the provisions and requirements of the statement.

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Michigan Technological University is an Equal Opportunity/Affirmative Action employer committed to
nondiscrimination on the basis of race, religion, color, national origin, age, sex, sexual orientation,
gender identity, height, weight, genetic information, disability, veteran, or marital status consistent with
applicable federal and state laws. Reasonable accommodations will be provided for applicants with
disabilities who self-disclose.