

Ethics Statement for Search and Screen Committees University of Wisconsin-Stout

The University of Wisconsin-Stout values educational excellence and recognizes the importance of hiring the best qualified faculty and staff to serve the learning needs of students. The University is committed to maintaining a high degree of ethical standards in all search and screen processes by embracing principles of equity, respect, fairness, confidentiality, informed consent, equality of opportunity, while avoiding conflicts of interest, harassment, and discrimination. It is the expectation of the University that all members of search and screen committees, support staff and administrators involved in hiring decisions will exemplify these principles.

Roles, Responsibilities and Expectations for Search Committee Members

NOTE: Infringement may result in removal from the committee by the chair of the search committee or the affirmative action officer.

<p>ROLES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Solicit a diverse and large pool of applicants • Act with civility, fairness and honesty • Use non-bias selection criteria & terminology • Refrain from prejudice, harassment and discrimination • Attend required Equal Opportunity Search Committee training • Remain open-minded • Complete the assigned work • Refrain from making marks or notes on the applications • Attend and contribute at the meetings • Refrain from influencing other committee members outside of official committee meetings • Correct mistakes quickly • Follow the approved process • Forward the top candidates in a timely way to maintain a competitive edge • Communication & feedback from individuals outside the committee will be directed to the chair of the committee 	<p>EXPECTATIONS</p> <p>Maintain Confidentiality:</p> <ul style="list-style-type: none"> • Of all applicant information, committee work and decisions before, during and after the search in verbal, nonverbal and written communications including electronic means. <p>Disclose Conflicts of interest promptly:</p> <ul style="list-style-type: none"> • As soon as a potential conflict of interest which could prevent an objective evaluation of an applicant becomes known, proceed to consider resignation or removal of said member from the committee. <p>Consistency and equal opportunity will be afforded to all applicants and final candidates in the:</p> <ul style="list-style-type: none"> • Development and use of the selection criteria • Treatment of external and internal candidates [e.g. itinerary or campus interview, order of meetings of the day, feedback from forums] • Consideration of candidates without bias for or against a candidate <p>Demonstrate Respect for All:</p> <ul style="list-style-type: none"> • Applicants • Search committee chair and members
---	--

Equal Opportunity Search Training

Position Being Recruited:

Trainer:

Date: _____

Location: _____

Upon completing this training, I understand my role, responsibility, and expectation of participation in this hiring process and have received related materials.

Search Committee Attendees:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____