



Code of Conduct for the Search Committee Members

The Search Committee has adopted this code of conduct, in accordance with university policy and State ethics regulations, to ensure impartial, ethical and respectful treatment of candidates, and also to ensure that a decision is reached based on the most appropriate evaluation scheme based on equitable, complete and accurate information.

As members of this search committee, we accept our responsibility to protect the integrity of every prospect and candidate. Accordingly, each of us pledges to adhere to these principles:

1. I acknowledge that the Chairperson is authorized to speak on behalf of the committee to the President and the institution.
2. I certify that I am personally not a candidate for the position.
3. I subscribe to the principle that any appearance real or potential conflict of interest in the relationship between me and a prospect or candidate should be avoided and that its occurrence will be disclosed promptly to the committee.
4. I pledge to keep as my primary focus the need of the institution to attract candidates within a timetable that gives it competitive advantage.
5. I will follow the principles below for the management of the information about the work of the committee. This work includes what is developed and received about prospects, candidates, and their employing institutions. I understand this effort is necessary to attract excellent finalists, to avoid putting their current position in jeopardy, and to retain my institution's professional image. Specially, I will adhere to the following code of responsibility, accuracy, and integrity:
 - I pledge to respect the absolute confidentiality of all prospects and candidates. I will not reveal the names or any information about

any prospects or candidates until given permission by the candidate.

- I will not share any questions or search materials with any candidate in order to give the candidate an unfair advantage.
- I will adhere to the highest standards of ethical and professional conduct.
- I will be fair, accurate, honest, responsible, and decent in my management of information.
- I will avoid practices that would conflict with my ability to be fair and unbiased.
- I will guard against inaccuracies, carelessness, bias, and distortion made through either emphasis or omission of information.
- I will admit any misrepresentation of information and correct it promptly and prominently.
- I will not permit personal interest to distort or misrepresent the facts.
- I will give feedback regarding candidates to the Chair of the Search Committee and will determine its accuracy before the Chair shares the information with others.
- I will use common sense and good judgment in applying ethical principles to the search committee's work.
- I pledge to subscribe to all Affirmative Actions, and NJIT employment rules. I understand that NJIT is committed to exploring the widest possible range of applicants. Consequently, I will not discriminate or give favor to any candidate on the basis of gender, race, age, national origin, political or religious affiliation, minority groups, persons with disabilities, etc.
- I consider the content and intent of this code of ethical conduct to be a matter of personal responsibility.
- If I am not a voting member, I will provide my input and accept the votes of the voting members of the Search Committee.