



# Southwest Virginia Community College

## Screening Committee Member's Confidentiality and Conflict of Interest Statement

In my position as a screening Committee Member for \_\_\_\_\_ position, I agree to keep absolutely confidential any information I come across in the course of my duties. I understand that I will have access to records which contain individually identifiable, privileged, sensitive, and personal information.

The disclosure of such information may be inappropriate, prohibited by law, or a violation of System or State policy. I will not discuss, release, copy or remove from the college any documents, or data in electronic or paper form and will only use this information in my role as a screening committee member.

Further, I acknowledge that at this time I have no known conflicts of interest in this search process. Should a conflict of interest arise, I agree to alert Human Resources and recuse myself from the search process.

- Examples of conflict of interest in hiring (although other COI situations may occur):
  - In faculty hiring: an applicant is a current or former:
    - Advisee/mentee of a current faculty member.
    - Spouse/immediate family member of a current faculty member.
    - Close collaborator of a current faculty member.
  - In staff hiring:
    - a relative of a member of that staff search committee applies to the search.
  - Other conflicts of interest are possible; they can be positive or negative.

I further acknowledge that such willful or unauthorized disclosure either violates VCCS policy or practice. I understand that unauthorized release of information will be grounds for disciplinary action up to and including termination as may be deemed appropriate.

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***Committee Member's Printed Name***

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***Committee Member's Signature***

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***Date***