

It is the responsibility of each member of the selection committee to read and understand this information at the beginning of the selection process. 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 committee members do not create a liability for the university or for themselves as individuals. Should any legal action arise from this selection process, it is possible for an individual to be named as a defendant, as well as the university.

**CONFIDENTIALITY**

All information learned from any recruitment document or during interviews is privileged and is to be held in the strictest confidence from applicants, the campus community, or other interested parties. The information is not for public disclosure or for casual discussion outside of selection committee meetings. Violation of this confidentiality may result in your removal from the selection committee.

All documents utilized in the search process are the property of the University.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of San José State University to treat all staff and applicants for employment in a fair and equitable manner without regard to age, color, disability, gender, marital status, medical condition, national origin, pregnancy, race, religion, sexual orientation, veteran's status, and any other area protected or which may become protected under state or federal law, or campus policy. Reasonable accommodations will be provided for applicants or employees with disabilities who self-disclose.

In accordance with federal law, it is illegal for selection committee members to make employment decisions based on the above mentioned areas of protected class. Committee deliberations, interview questions and personal discussions with applicants must not touch upon these areas.

San José State University is committed to the concept of equal employment opportunity as a basic principle to ensure that all persons are afforded equal access to positions, with access limited only by their ability to do the job.