



Guidelines for Searching Education-Related Information/Publications

DISCLAIMER: The University strongly discourages the use of Google or any other online searches to locate information on faculty candidates. Members of the search committee should not conduct their own individual searches about the candidates. The search committee chair or their designee should be the only individual who conducts any searches that are deemed pertinent and are subject to the guidelines identified below. Information of a personal nature about the candidate, including but not limited to allegations of harassment or sexual misconduct, academic or research misconduct, and/or details about their health, political beliefs, etc., that are not directly related to their experience and expertise in their field of study and/or to the position for which they have applied will be kept confidential and will not be shared with the search committee unless deemed necessary by appropriate University officials.

- Any use of Google to obtain information about publications by the candidate and other education-related materials should be judicious and limited in scope to information contained in the candidate's curriculum vitae and/or discussed during the candidate's interview. Examples of appropriately accessed materials include:
 - Authored or reviewed articles, books, etc.
 - Professional publications
 - Curriculum vitae or similar website or document
 - Presentation or teaching materials (Powerpoint slides, videos, handouts)
 - Committee membership at other colleges or universities
 - Information relating to how active/inactive the candidate is in their field of study, related professional organization(s), and/or current and previous institutions
- If a request is made to search for items beyond the scope of those mentioned specifically above, the search committee must first discuss the rationale for such a search and identify specific items or terms to be utilized in the search.
- Only the designated committee or staff member conducting the search should be the one to utilize Google or other resources (such as Academia.edu) to conduct these types of searches. Requests for materials should be directed to the designated individual, who will collect and share all pertinent education-related information and publications with the search committee through a shared drive.
- Such searches should be conducted for each of the final candidates on the short list,¹ and should be conducted in a consistent manner for all of the final candidates, to the extent possible (i.e., if a demonstration is sought for one candidate, then demonstrations should be sought for all of the final candidates).
- The candidate will be notified that such a search will be conducted. When a candidate submits their application documentation through Academic Jobs Online (AJO), notification will be provided to the candidate directly through AJO. If there are any questions regarding relevant

¹ For purposes of this document, the "short list" refers to the candidates who are invited to visit campus as one of the final stages of the search process.

information obtained during the search, the candidate will be notified of the information that has been discovered and should be given an opportunity to respond to such information and/or provide any additional relevant information.

- Information found online can be unreliable, inaccurate, or misrepresented. Therefore, any information located through an online search should be assessed for credibility.
- If the individual conducting the search learns information of a personal nature about the candidate, including but not limited to allegations of harassment or sexual misconduct, details about their health, political beliefs, etc., that are not directly related to their experience and expertise in their field of study and/or to the position for which they have applied, they should keep this information confidential and only disclose the information to the Associate Dean of the College. The individual is prohibited from disclosing any of this information to the members of the search committee.
- If the individual conducting the search learns of any other concerning information, such as research misconduct, plagiarism, etc., they should notify the Associate Dean of the College and should keep this information confidential. The individual is prohibited from disclosing any of this information to the members of the search committee.
- The Associate Dean of the College will assess the personal or concerning information and consult with the Deputy Provost for Faculty Affairs, as needed, along with other relevant individuals (including, but not limited to, the Office of the General Counsel).
- In regard to personal information or information relating to misconduct obtained during the search, if the candidate is identified as the individual to receive an offer for a position, at that time, the candidate should be notified of the information that has been discovered during the searches and should be provided with an opportunity to respond to such information and/or to provide any additional relevant information.