



Guidelines for Searching Misconduct History

Candidate Name: _____

Date(s) of Google¹ Search: _____

Individual Conducting Search: _____

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 Associate Dean of the College or their designee is the individual designated to conduct 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.

General Information regarding Searching Misconduct History:

- Any use of Google to obtain information on allegations of discrimination, harassment, sexual misconduct, research misconduct, plagiarism, and other forms of misconduct pertinent to the eligibility of a candidate for employment should be judicious.
- Only the Associate Dean of the College conducting the search should be the one to utilize Google to conduct these types of searches. The Associate Dean of the College will assess the information gathered 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, the Equal Opportunity Compliance Coordinator, Vice President and Associate Provost for Research and Graduate Studies, etc.).
- Such searches must be conducted for each of the final candidates on the short list² and should be conducted using the same search criteria (substituting the name and previous institution).
- The candidate shall be notified in writing that such a search will be conducted. 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

¹ For purposes of this document, the use of the term “Google” refers generically to the use of any search engine or website to locate information about the candidate.

² 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. Notification to the candidate will be handled in consultation with the Deputy Provost for Faculty Affairs and the Office of the General Counsel.

- Information found online can be unreliable, inaccurate, or misrepresented. Therefore, any information located through an online search should be assessed for credibility.
- When assessing any information resulting from the searches, consideration should be given to whether the matter involved allegations, an institutional response process, and/or criminal processes.

Search Process

1. Searches should be limited to googling the candidate's name, along with a previous institution, and the following phrases: "discrimination," "sexual misconduct," "sexual harassment," "research misconduct," and "plagiarism." Depending upon the search results, and after consultation with relevant individuals named in Section 2 below, there may be a need for an additional search with more refined phrases.

Searches should only include institutions of employment and/or attendance for the immediate past seven (7) years of employment/education. In determining how many pages of results to review per search, the applicability of the results should be considered, but typically only one or two search result pages will be necessary to review.

Search Terms Used:

2. Information obtained through any such search should remain confidential and only be shared with the Deputy Provost for Faculty Affairs and other relevant individuals as needed (including, but not limited to, the Office of General Counsel, the Equal Opportunity Compliance Coordinator, Vice President and Associate Provost for Research and Graduate Studies, etc.) if the Associate Dean learns any concerning information from their limited searches.

● Did the search result in any information that was concerning? YES NO

● Was the information shared with the Deputy Provost of Faculty Affairs?

YES NO

● Were other offices consulted as needed? YES NO

○ If yes, identify the offices which were consulted: _____

3. If the candidate is identified as the individual to receive an offer for a position, 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.

● Was the candidate notified of the information found and the ability to provide a response? YES NO

● Who notified the candidate? _____

● When was the candidate notified? _____

● Deadline for the submission of response: _____

● Did the candidate submit a timely response? YES NO

Does the candidate remain eligible for hire? Please explain.

Signature of Associate Dean: _____

Date: _____

***Please complete and maintain this document on file.**