



August 31, 2018

Dear Search Committee Member:

Thank you for agreeing to serve as a member of the search committee for the President of the Endicott College. As a member of the search committee, you will be entrusted with information that is not generally known about the candidates under consideration and the search process in general. As you know, disclosure of such information could be harmful to both the candidates and the College. It is therefore of the utmost importance that all information about the candidates, including their identity, and the search process itself be kept strictly confidential by all search committee members both during and after the completion of the search.

We are confident that you will appreciate the sensitive nature of the information to which you will be privy during the performance of your duties as a search committee member and will neither accidentally nor intentionally disclose any such information.

Please acknowledge your understanding of your obligations regarding the confidentiality of all information surrounding the search process and the candidates by signing below and returning the signed letter to Jillian Dubman, Chief of Staff.

Please do not hesitate to contact Sandy Santin, Search Committee Chair or Lucy Leske and Phil Tang of Witt/Kieffer should you have any questions.

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Signature of Search Committee Member

Date