


<p><b>Name of Policy:</b> <u>College of Medicine and Life Sciences: Conflict of Interest Avoidance on Committees</u></p> <p><b>Policy Number:</b> 3364-81-26</p> <p><b>Approving Officer:</b> Dean, College of Medicine &amp; Life Sciences</p> <p><b>Responsible Agent:</b> Dean, College of Medicine &amp; Life Sciences</p> <p><b>Scope:</b> College of Medicine &amp; Life Sciences</p>	 <p><b>Original effective date:</b> November 24, 2020</p>
<p><input checked="" type="checkbox"/> New policy proposal                      <input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Major revision of existing policy                      <input type="checkbox"/> Reaffirmation of existing policy</p>	

**(A) Policy Statement**

To prevent conflicts of interest from influencing actions, committee members should follow the strictest ethical guidelines and conduct themselves in a manner that does not conflict with public duty.

The term conflict of interest refers to financial interests or other opportunities for personal benefit that may exert an improper or substantial influence upon an employee’s professional judgment in exercising any university duty or responsibility. College of Medicine and Life Sciences faculty and staff serving on committees should always keep this potential in mind and take appropriate action when a conflict of interest arises.

**(B) Purpose of Policy**

To provide standards of conduct for faculty, staff, students, and community members serving on College of Medicine and Life Sciences committees.

**(C) Scope**

This policy applies to all individuals serving as members of a College of Medicine and Life Sciences committee.

**(D) Procedure**

Conflicts of interest may arise due to a number of circumstances such as the committee member is in the same unit or has a personal and/or professional relationship with one or more parties or units concerned in the committee’s deliberations. When a known or potential conflict of interest is identified, the member with the conflict of interest shall inform the chair of the committee, recuse themselves from the discussion and from voting. The Chair will be responsible for verifying that the committee meeting minutes reflect the recusal.

The needs for recusal, or actions short of recusal, may arise from the nature of the committee's areas of authority, or from the circumstances of a certain individual, case or problem dealt with in the course of the committee's work. A committee member should consult with the committee Chair about the proper course of action if in doubt.

Committee members shall consider recusal or other appropriate action in the following circumstances:

- (1) The committee member has a personal interest, financial or otherwise, in the matter under deliberation.
- (2) The committee member has, or has had, a family relationship with an individual concerned in the topic under deliberation or that is up for a vote or deliberation.
- (3) The committee member has, or has had, a sexual/romantic relationship with the individual concerned.
- (4) The committee member is aware of any prejudice which would impair their judgment in the matter under discussion.
- (5) The committee member believes that his or her recusal is necessary to preserve the integrity of the committee's deliberation.

Due to the nature of the committee's work, some standing committees may have additional or more stringent requirements for determining and reporting potential conflicts of interest. Committee members should consult the standing committee chairs for details.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D. Executive V.P. for Clinical Affairs, and Dean of the College of Medicine and Life Sciences</p> <p><u>November 24, 2020</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Dean, College of Medicine and Life Sciences, Office of Legal Affairs</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>n/a</i></li> </ul> <p>Initial effective date: November 24, 2020</p> <p>Review/Revision Date: <i>n/a</i></p> <p><b>Next review date: November 24, 2023</b> (three years from most recent revision/review date)</p>
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