

1.6 Conflicts of Interest

The department chair is responsible for curing all conflicts of interest. In all cases where a conflict of interest exists involving the department chair (or equivalent), the chair should not participate in the preparation of any aspect of the academic review file, including appointments. The vice chair or another independent senior faculty member should oversee the process, prepare the department recommendation letter, and issue solicitation letters as applicable. The department chair (or equivalent) may participate in the faculty discussion and vote according to bylaw 55 and department bylaw voting rights.

Examples of conflicts of interest include:

a. Mentors, Co-Authors & Collaborators

A collaborator should be recused if they have published with the appointee/candidate within the past five (5) years.

b. Financial Interest

A conflict of interest may occur when an individual has a financial interest in a University decision. There is financial interest if an employee can reasonably foresee that the decision will have a material effect on:

- Any business for profit or any real property.
- Any source of income.
- Any business entity in which an employee is a director, officer, partner, trustee, employee, or holds any management position.

Such information should be included in a proposed file, and the department chair or conflicted faculty member should not participate in the preparation of any aspect of the proposed action.

c. Near Relatives

For definition of “near relative,” see [APM 520](#).

Recusals due to near relatives or relationship status should be documented in the departmental letter.