Conflict of Interest Policy—Standing Committees

Section: 3
Policy number: 3.7
Responsible Office: Vice President for Health Affairs/Dean
Issued: TBD
Latest Review: N/A

POLICY STATEMENT

This policy establishes guidelines for managing conflicts of interests for the School of Medicine and Health Sciences (SMHS) Faculty Academic Council (FAC) and its Standing Committees.

REASON for POLICY

This policy ensures proper identifying and managing of all conflicts of interests for the Faculty Academic Council and its Standing Committees.

SCOPE of POLICY

This policy applies to:
√ Deans, Directors, and Department Heads
√ Managers and supervisors
√ Students
√ Faculty
√ Staff
√ Others:________

WEB SITE REFERENCES

This policy:  http://www.med.und.edu/policies/_files/docs/conflict-of-interest-standing-committees.pdf
Policy Office:  http://www.med.und.edu/policies/index.cfm
Vice President for Health Affairs and Dean:  http://www.med.und.edu/administration/deans-office/index.cfm
CONTENTS

Policy Statement.......................................................................................................................................................... 1
Reason for Policy ......................................................................................................................................................... 1
Scope of Policy ........................................................................................................................................................... 1
Web Site References .................................................................................................................................................. 1
Definitions ............................................................................................................................................................... 3
Related Information .................................................................................................................................................. 3
Contacts................................................................................................................................................................. 3
Principles.................................................................................................................................................................... 3
Procedures ............................................................................................................................................................... 4
Responsibilities ......................................................................................................................................................... 4
Forms....................................................................................................................................................................... 4
Revision records....................................................................................................................................................... 4
DEFINITIONS

<table>
<thead>
<tr>
<th>FAC</th>
<th>Faculty Academic Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict of Interest</td>
<td>A personal or financial consideration that may compromise, or appear to compromise, a committee member’s professional judgment in administration, management, instruction, research or other professional activities.</td>
</tr>
<tr>
<td>SMHS</td>
<td>School of Medicine and Health Sciences</td>
</tr>
</tbody>
</table>

RELATED INFORMATION

There is no related information at this point.

CONTACTS

General questions about this policy can be answered by your department’s administrative office. Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone/FAX</th>
<th>Office/Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy clarification</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>Policy format</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
</tbody>
</table>

PRINCIPLES

OVERVIEW—This policy establishes guidelines for managing conflicts of interests for the Faculty Academic Council (FAC) and its Standing Committees.

Faculty/Standing Committees

FAC along with its Standing Committees should keep in mind conflicts of interests and take appropriate action when a conflict of interest arises. Conflicts may arise because the committee member may have had personal and/or professional relationships with one or more parties concerned in the committee’s deliberations. It is the responsibility of the committee member to communicate the potential conflict to the committee chair.

Individuals with a conflict or apparent conflict may have knowledge about the issue under consideration and it may be important to provide the committee that information. Accordingly, the minimum level of recusal consistent with avoiding conflicts or apparent conflicts is preferred. Even in cases of the most severe conflicts, it may still be appropriate for the individual to present to the committee their knowledge and opinions about the subject under consideration before withdrawal.
Conflicts of interest may include, but not necessarily limited to:

1. The committee member has a family relationship with an individual concerned in its deliberations, such as that of a current or former significant other, partner, or spouse; child; sibling; or parent.
2. Committee member is currently or was previously in a close relationship (personal, educational, professional, or social) with an individual concerned in its deliberations.
3. Where a conflict of interest has been previously identified.

PROCEDURES

Faculty/Standing Committee

The Committee chair will be responsible for managing conflicts of interest and may consult with the Dean’s Office as needed. In the event that the committee chair has a conflict of interest, he/she shall recuse himself/herself as above, having first delegated another committee member to temporarily perform the responsibilities of the chair. Committee minutes should reflect recusals as appropriate.

RESPONSIBILITIES

| Members of FAC | ● Take appropriate action when a conflict of interest arises |
| FAC Standing Committee members | ● Take appropriate action when a conflict of interest arises |
| Chair of FAC or chair of one of FAC’s Standing Committees | ● Manage conflicts of interest and consult with the Dean’s Office as appropriate |
| Faculty members | ● Bring forward any and all potential or actual conflicts of interest |
| Dean’s Office | ● Provide consultation to the Chair of FAC or to the chairs of FACs’ Standing Committees |

FORMS

There are no current forms for this policy.

REVISION RECORD

08.05.13—FAC approved
08.13.13—CSCS approved
10.23.13—MCC approved