

**Conflict of Interest-Administrative
Office of the Dean**

Section: 5

Policy number: 5.4

Responsible Office: Office of the Dean

Issued: 06.15.2020

Latest Review: 07.01.2023

SCOPE of POLICY

This policy applies to:

Deans, Directors, and Department Heads

Managers and supervisors

Students

Others: Residents/Fellows

Faculty

Staff

CONTENTS	
<u>Scope of Policy</u>	1
<u>Definitions</u>	Error! Bookmark not defined.
<u>Related Information</u>	3
<u>Principles</u>	3
<u>Procedures</u>	3
<u>Responsibilities</u>	3
<u>Forms</u>	3
<u>Revision Record</u>	3

DEFINITIONS	
SMHS	School of Medicine and Health Sciences
MSAPC	Medical Student Academic Performance Center

RELATED INFORMATION	
Conflict of Interest	https://und.edu/research/resources/conflict-of-interest.html

PROCEDURES
<p>The School of Medicine and Health Sciences (SMHS) follows the University of North Dakota’s policy for disclosure of non-research related conflicts of interest and conflicts of commitment, Policy stat ID 777-3069.</p> <p>The University of North Dakota’s policy notes that faculty and staff members with appointments of 50% or more of their primary professional commitment to the University of North Dakota, other part-time faculty members, and staff members commensurate with their appointments shall complete a conflict of interest form annually, or as needed. The SMHS both contracts with, as well as employs, key positions. SMHS has defined those applicable appointments that should be included in the list required to complete a conflict of interest form. Those individuals include employees, individuals with equal to or greater than 50% appointments, and those holding the position of dean, chair, program director, clerkship director or persons serving on key committees such as Undergraduate Medical Education Committee (UMEC), Faculty Council (FC), Phase 1 Committee and Phase 2 Phase 3 Committee (P2P3C) These committees, subcommittees, and strategic leadership positions may change over time and this listing is intended to be inclusive.</p>

RESPONSIBILITIES	
Office of Education and Faculty Affairs	On an annual basis, the Office of Education and Faculty Affairs will coordinate the name submittal of these key identified appointments to be included with employees in the UND conflict of interest process, until learning management software automates this process.

FORMS	
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