



**Conflict of Interest—Standing Committees  
For Faculty and for all SMHS Students**

Section: 2 and 3  
Policy number: 2.4 and 3.3  
Responsible Office: Student Affairs and Admissions  
Issued: 08.05.13  
Latest Review: 08.05.13

---

**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	√Faculty
√Managers and supervisors	√Staff
√Students	
Others:	

---

**WEB SITE REFERENCES**

Policy Office: <http://www.med.und.edu/policies/index.cfm>  
Responsible Office: <http://www.med.und.edu/student-affairs-admissions/>

## CONTENTS

<b>Policy Statement</b> .....	<b>1</b>
<b>Reason for Policy</b> .....	<b>1</b>
<b>Scope of Policy</b> .....	<b>1</b>
<b>Web Site References</b> .....	<b>1</b>
<b>Definitions</b> .....	<b>3</b>
<b>Related Information</b> .....	<b>3</b>
<b>Contacts</b> .....	<b>3</b>
<b>Principles</b> .....	<b>3</b>
<b>Procedures</b> .....	<b>4</b>
<b>Responsibilities</b> .....	<b>4</b>
<b>Forms</b> .....	<b>4</b>
<b>Revision Record</b> .....	<b>4</b>

## DEFINITIONS

FAC	Faculty Academic Council
Conflict of Interest	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.
SMHS	School of Medicine and Health Sciences
Committee Member	Committee member may be faculty, staff, or student

## RELATED INFORMATION

	Intentionally left blank
--	--------------------------

## CONTACTS

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

Subject	Contact	Telephone/FAX	Email contact
Policy clarification	Student Affairs	777.4221/777.4942	
Policy format	Dean's Office	777.2514/777.3527	judy.solberg@med.und.edu

## PRINCIPLES

- I. 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.
- II. Faculty/Standing Committees
  - a. 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.
  - b. 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.
  - c. Conflicts of interest may include, but not necessarily limited to:

- i. 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, spouse, child, sibling, or parent.
- ii. Committee member is currently or was previously in a close relationship (personal, educational, professional, or social) with an individual concerned in its deliberations.
- iii. Where a conflict of interest has been previously identified.

## PROCEDURES

### I. Faculty/Standing Committee

- a. 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

	Intentionally left blank
--	--------------------------

## REVISION RECORD

08.13.13—CSCS Approved  
 10.23.13—MCC Approved  
 08.05.13—FAC Approved  
 08.05.13—Dean Approved