



**Conflict of Interest—Standing, Programmatic, and SMHS 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: 01.05.2021

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**POLICY STATEMENT**

This policy establishes guidelines for managing conflicts of interests for the School of Medicine and Health Sciences (SMHS) Faculty Council (FC), FC Standing Committees, Programmatic Committees, and additional committees needed for achieving the purpose and goals of the SMHS.

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**REASON for POLICY**

This policy ensures proper identifying and managing of actual and apparent conflicts of interests for the Faculty Council (FC), FC Standing Committees, Programmatic Committees and additional committees in the SMHS.

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**SCOPE of POLICY**

This policy applies to:

√Deans, Directors, and Department Heads	√Faculty
√Managers and supervisors	√Staff
√Students	
Others:	

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**WEB SITE REFERENCES**

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

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## DEFINITIONS

FC	Faculty 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
Committees	Standing committees, programmatic committees, and additional committees for achieving the purpose and goals of the SMHS.
Committee Member	Committee member may be a faculty, staff, or student

## RELATED INFORMATION

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## 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
Questions about Policy	Student Affairs	777.4214	
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 Council (FC), FC Standing Committees, Programmatic Committees, and other SMHS committees.
- II. Faculty/Standing/Programmatic Committees
  - a. FC, FC Standing Committees, Programmatic Committees, and other SMHS 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 with 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/Programmatic/Other SMHS Committees
  - 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 FC	Take appropriate action when a conflict of interest arises
FC Standing, Programmatic, and Other SMHS Committee members	Take appropriate action when a conflict of interest arises
Chair of FC or chair of a SMHS Committee	Manage conflicts of interest and consult with the Dean’s Office as appropriate
Faculty/Staff/Fellows/Residents/Students	Bring forward any and all potential or actual conflicts of interest
Dean’s Office	Provide consultation to the Chair of FC and the chairs of Standing, Programmatic and other SMHS Committees. Collect and disseminate to appropriate programs any inquiries regarding admissions questions about conflict of interest.

## FORMS

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## REVISION RECORD

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