



## Conflict of Interest—Standing, Programmatic, and SMHS Committees

Section: 2 and 3  
Policy number: 2.4 and 3.3  
Responsible Office: Student Affairs and Admissions  
Issued: 08.05.13  
Latest Review: 02.28.2022 (Bylaws Committee)  
Latest Approval: 03.16.2022 (Faculty Council)

---

### POLICY STATEMENT

All UND SMHS committees shall execute a process by which committee member conflicts of interest are identified and managed.

---

### REASON for POLICY

This policy guides proper identification and management of conflicts of interests for the Faculty Council (FC), FC Standing Committees, Programmatic Committees and other SMHS committees to ensure the integrity of committee deliberations, actions and decision-making processes.

---

### SCOPE of POLICY

This policy applies to:

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

---

### WEB SITE REFERENCES

Policy Web Site: <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>Procedures</b> .....	<b>4</b>
<b>Responsibilities</b> .....	<b>4</b>
<b>Forms</b> .....	<b>4</b>
<b>Revision Record</b> .....	<b>1</b>

## DEFINITIONS

FC	Faculty Council
Conflict of Interest (COI)	A COI may include, but is not limited to: A situation in which an individual had, or currently has, a personal, financial, or profession relationship with one or more parties/subjects concerned in the committee’s deliberations.  And/or any conflict identified on the University of North Dakota Conflict of Interest Disclosable Interest Document that may have direct relevance to committee service, deliberations or decision-making.
SMHS	School of Medicine and Health Sciences
Committees	All SMHS Committees.
Committee Member	Committee member may be a 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
Questions about Policy	Student Affairs	777.4214	
Policy format	Dean’s Office	777.2514/777.3527	<a href="mailto:judy.solberg@und.edu">judy.solberg@und.edu</a>

## PROCEDURES

- I. Faculty/Standing/Programmatic Committees
  - i. Committee Member Responsibility: An individual who feels they have a COI must communicate the conflict to the committee chair prior to the meeting in question. If an individual realizes they are in conflict after a deliberation has begun, it is the responsibility of that individual to voice their concerns to the committee and committee chair and recuse themselves from further deliberations and decisions made on subject.

If the chair has a COI, then it is the responsibility of the chair to recuse them self from deliberations and decisions made on the subject, having first temporarily delegated to another committee member the responsibilities of the chair.

- ii. Committee Chair Responsibilities: It is the responsibility of the committee Chair to ensure that the committee members are familiar with this policy. It is the responsibility of the Committee Chair to assess a COI in an effort to maintain the credibility and standards expected of that committee. In the situation in which the chair or committee member brings forward a concern that another committee member may have a conflict of interest, it is the responsibility of the chair to adjudicate the matter. The committee chair may consult with the Dean’s Office when a situation arises in which a COI is not clearly defined. All SMHS committee chairs must take appropriate action when a COI is made known and record the COI in the committee’s minutes.

## RESPONSIBILITIES

FC, Standing, Programmatic, and Other SMHS Committee members	Take appropriate action when a COI arises
Chair of FC or chair of a SMHS Committee	Manage COI and consult with the Dean’s Office as appropriate
Faculty/Staff/Fellows/Residents/Students	Bring forward questions of COI
Dean’s Office	Provide consultation to the Chair of FC and the chairs of Standing, Programmatic and other SMHS Committees.

## FORMS

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