

Conflict of Interest Policy Guidance for UAA Committees

The following policy has been approved by the UAA Governing Board to guide the determination of potential and/or real conflicts of interest that may arise for members of selection committees.

UAA is a relatively small professional organization and therefore attracts individuals who share many professional networks and experiences. In the spirit of fairness and collegiality we want to promote equitable and transparent selection processes. With this goal in mind, we have identified the following guidelines for committees:

1. **Eligibility.** Members of selection committees are automatically ineligible for the opportunity, position, or award they are deciding.
2. **Committee member relationship.** Committee members must withdraw from committee service if any of the following relationships **exist or have existed** between the member and a candidate:
 - a. thesis/dissertation chair;
 - b. thesis/dissertation committee member;
 - c. family member, spouse, domestic partner;
 - d. business or financial relationship;
 - e. research collaborator, co-author, co-editor;
 - f. employment at the same institution;
3. **Unidentifiable conflicts.** Issues or relationships that exist between committee members and candidates that are unknown to others, but constitute a potential conflict of interest, should be assessed by each committee member to determine the appropriateness of their service. Self-elimination from committee service is expected of each person who is aware of an unknown conflict issue.
4. **Confidentiality of materials and information.** Committee members must refrain from using any confidential information obtained during their service for personal or professional purposes. Any use of scholarly work under committee review is subject to the normal rules regarding proper citation and copyright. Any use of statements or documents submitted as part of a selection process without explicit permission of the writer, is a breach of confidentiality.
5. **Exceptions.** Committee members who have served as reviewers of the scholarly work or credentials of a candidate do not have to withdraw from service.

NOTE: Committee members who are uncertain about the appropriateness of their service due to a question of potential bias should contact the UAA Executive Director (Margaret Wilder, wilder@uaaemail.org) who will, where necessary, consult with the UAA Board Chair on an appropriate course of action.

(Policy adopted March 4, 2009)