UC RIVERSIDE | Academic Personnel Office

CONFLICT OF INTEREST DISCLOSURE FORM

Name:_____ Department and JPF#: _____

Committee Member Affirmation

The University of California upholds the highest standards of ethical conduct. These apply in recruitment and hiring decisions, where the University recruits and selects the most qualified candidate in a process that must be free from bias. Even the appearance of bias undermines the University's values. This Conflict of Interest Disclosure Form and UCR's Academic Recruitment Procedure ensure equitable treatment of all candidates and prevent the appearance of partiality in employment practices, including recruitment and selection.

By signing my name below, I am pledging adherence to the highest ethical standards, to following all laws related to equal opportunity, affirmative action and non-discrimination and to the following statement on conflict of interest. I am also certifying that I have reviewed Regents Policy 1111 and APM 520.

Additional information is available in the Conflict of Interest FAQs.

Members have an obligation to address both the substance and the appearance of conflicts of interest and, if they arise, to disclose them in writing to the search committee and to the Assistant Vice Provost for Academic Personnel (AVPAP) via apomail@ucr.edu. The search committee and the AVPAP will determine if the committee member with whom the conflict exists should either: (a) remove themselves from the search committee; or (b) recuse themselves from deliberations related to the candidate with whom the conflict exists. The Chief Compliance Office may provide advice and assistance in addressing conflicts, as needed.

A conflict of interest exists when a search committee member has, or appears to have, a familial, personal, professional, commercial or financial relationship with a candidate that may compromise, or appear to compromise, a fair and equitable recruitment and selection process and outcome.

A conflict of interest exists whenever a search committee member's interests or activities have the potential - real, or perceived - of:

a) Compromising the search committee member's judgment;
b) Biasing the nature or direction of the recruitment and selection (in either direction);
c) Influencing the search committee member's decision or behavior; or
d) Resulting in personal or a family member's gain or advancement at the expense of the University.

A committee member's belief that they can make an unbiased decision despite a conflict of interest does not eliminate the conflict of interest. One does not have to do anything improper to have a conflict of interest; it may be strictly situational.

Disclosure of the conflict and the decision made to eliminate the conflict (removal or recusal) must be noted in UC Recruit.

I have read and understood the basis for this policy and my obligations regarding conflict of interest.

Signature: _____ Date: _____