CONFLICT OF INTEREST DISCLOSURE FORM
FREQUENTLY ASKED QUESTIONS (FAQ)

Q1: What is the Conflict of Interest Disclosure Form?

The University's Statement of Ethical Values and Standards of Ethical Conduct, Regents Policy 1111, requires that all members of the University community "take appropriate steps, including consultation if issues are unclear, to avoid both conflicts of interest and the appearance of such conflicts." Even the appearance of a conflict of interest creates reputational risks for the individual and the institution and must be addressed.

By disclosing and managing any relationships or interests that may compromise the appearance of impartial decisions, UCR fosters equitable treatment of all candidates, manages conflicts of interest, and maintains fair recruitment and selection processes.

Q2: Does this requirement apply to all academic searches including Executive Searches?

Yes. The Form and conflicts of interest must be a point of discussion at the start of the search committee process.

Q3: What creates a Conflict of Interest?

A conflict of interest occurs 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:

- Compromising the search committee members' judgment;
- Biasing the nature or direction of the recruitment and selection;
- Influencing the search committee member's decision or behavior; or
- Resulting in personal or a family member's gain or advancement at the expense of the University.

A conflict exists by virtue of a relationship that could result in an undue influence on the search committee members' professional judgment. One does not have to do anything improper to have a conflict of interest; it may be strictly situational.

A close personal friendship, romantic or familial relationship, business relationship, or even past professional relationship may create a conflict of interest.

Q4: Does this mean that one of the applicants is a former advisee of mine or an employee whom I currently supervise, that I am conflicted out (need to recuse)?

Not necessarily, but those and similar situations should be discussed with the committee and (if needed) the AVPAP.

Q5: I am confident in my ability to evaluate all candidates impartially; therefore, there is no conflict of interest, right?

If there is a relationship or situation that creates the appearance of bias, your ability to be impartial does not eliminate the problem.

All committee members who have (or think they may have) a conflict of interest relating to a candidate must disclose the conflict to the search committee and to the AVPAP (via apomail@ucr.edu) in writing. The search committee and the AVPAP will determine if there is in fact a conflict, and if so, the

appropriate management plan. Typically, 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.

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

For additional guidance in effectively managing conflict of interest, contact apomail@ucr.edu.

Q6: When and how often does a search committee member sign this form?

A signed form is required for each search. For instance, if a faculty member is on two committees, s/he must sign a form for each search. As stated above, it is not just an issue of nominal compliance, but an attempt to make a difference. We want it to be a point of discussion at the start of the search committee process.

Q7: Who is responsible for tracking who has signed the form?

The Search Committee Chair ensures that the committee members discuss and sign this form at the start of the search. The Search Committee Chair or the recruit analyst overseeing the recruitment must upload the form in UC Recruit under Documentation. If possible, the forms should be uploaded before a Search Plan is submitted for approval. The form must be uploaded before the committee begins deliberations on applicants.

Q8: Who is the Office of Record for the form?

The signed form will be stored within UC Recruit under Documents and follows the UC Records Retention Schedule.

Q9: What happens if a member does not sign the form?

The search cannot move forward, and an alternate member needs to be appointed to the committee.

Q10: Who should I contact if I have questions, or where to access resources?

For questions about requirements, please contact the Academic Personnel Office at academicpersonnel@ucr.edu.

For additional guidance in effectively managing conflict of interest, contact the Chief Compliance Office, ldo@ucr.edu.

For questions related to managing your search in UC Recruit, please contact your college/school UC Recruit Subject Matter Expert or the Office of Academic Personnel at aprecruit@ucr.edu.

For Equal Employment Opportunity guidance, contact the EEO Officer, eeo@ucr.edu.

APM Policy 520 – Employment of Near Relatives

Compendium of Conflict of Interest and Related Policies - Guidance