

**CONFLICT OF INTEREST DISCLOSURE FORM
FREQUENTLY ASKED QUESTIONS (FAQ)**

Q1: What is the Conflict of Interest Disclosure form [\[link\]](#)?

The University's Statement of Ethical Values and Standards of Ethical Conduct 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 if there is no technical violation of law or University policy, the appearance of a conflict of interest can create reputational risks for the individual and the institution.

The intent of the General Guidelines on Conflict of Interest is to foster equitable treatment of all candidates, avoid conflicts of interest and prevent the appearance of partiality in employment practices, including recruitment and selection.

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

Yes. We do not want this to be a form just put under the nose of committee members and signed without reading. 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.

Q3: What constitutes 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 members' 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.

In the event of a conflict of interest, the committee member with whom the conflict of interest exists must disclose the conflict to the search committee and to the AVPAP: katina.napper@ucr.edu or ext. 2-5032. The search committee and the AVPAP will determine if the committee member with whom the conflict exist 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 APRecruit under Documentation.

For additional guidance in effectively managing conflict of interest, contact EEAA (affirmative action@ucr.edu).

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Q4: 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.

Q5: Who is responsible for tracking who has signed the form?

The Affirmative Action Compliance Officer (AACO) will ensure that the committee members discuss and sign this form at the start of the search. The AACO or the recruit analyst overseeing the recruitment must upload the form in APRecruit under Documentation. Ideally, the form must be uploaded before a Search Plan is submitted for approval.

Q6: Who is the Office of Record for the form?

The signed form will be stored within APRecruit under Documents.

Q7: 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.

If you have any questions about this requirement, please contact the Academic Personnel Office at: academicpersonnel@ucr.edu.

If you have questions related to managing your search in AP Recruit, please contact your recruit analyst or the Office of Academic Personnel at aprecruit@ucr.edu.