

## COSFAP Conflict of Interest Policy

A member of the committee may not review, discuss, evaluate or vote on a candidate's appointment or promotion if a real or perceived conflict of interest exists.

A conflict of interest is present if a committee member has a personal, professional or financial association that has the potential to bias or has the appearance of biasing an individual's decisions related to the Committee on Senior Faculty Appointments and Promotions.

Examples of conflicts of interest are listed below for guidance. Other circumstances may also represent conflicts of interest. Committee members with questions about whether they have a conflict of interest should discuss the issue with the Chair of COSFAP and the Vice Provost for Faculty Affairs.

Conflicts of interest exist when a committee member:

- a. has been an academic collaborator, teacher, student, mentor or mentee of the candidate in the past three years.
- b. has written a letter of endorsement or evaluation for the candidate's promotion packet.
- c. is a family member or personal friend of the candidate.
- d. has received medical care from the candidate in the past three years or a close family member (i.e., spouse/partner, child, parent, sibling) has received medical care from the candidate in the past three years.
- e. has provided medical care to the candidate in the past three years.
- f. has received or could receive a direct financial benefit of any amount as a result of the appointment or promotion of the candidate or a close family member (i.e., spouse/partner, child, parent, sibling) has received or could receive a direct financial benefit of any amount as a result of the appointment or promotion of the candidate.
- g. holds a primary, secondary or tertiary appointment in the same Section or Division as the candidate.

*For example, a committee member who is in the Division of Cardiology at Rush University Medical Center may not review, discuss, evaluate or vote on the appointment or promotion of a candidate who is in the Division of Cardiology at Rush University Medical Center or who is in the Division of Cardiology at Stroger Hospital.*

- h. holds a primary, secondary or tertiary appointment in the same Department as the candidate for Departments that do not contain Sections or Divisions.

*If the Department contains Sections or Divisions, a committee member may review, discuss, evaluate and vote on candidates who are in their Department(s), except for those who are in their Section(s) or Division(s).*

- i. holds a secondary or tertiary appointment in the same Department as the candidate and the secondary or tertiary appointment does not include an appointment in one or more of the Department's Sections or Divisions

*For example, a committee member who holds a secondary appointment in the Department of Surgery without an appointment to any of the Sections or Divisions in the Department of Surgery may not review, discuss, evaluate or vote on candidates who are in the Department of Surgery.*

- j. has had longstanding scientific or personal differences with the candidate.

When there is a conflict of interest and the meeting is held in person, the committee member must recuse themselves and leave the room. When there is a conflict of interest and the meeting is held virtually, the committee member must recuse themselves and be placed in a virtual waiting room or must log out of the meeting for the duration of the discussion of the candidate with whom they are in conflict.

However, when the COSFAP Chair or Secretary has a conflict of interest, they may review the candidate's packet and remain in the room for administrative purposes only. They must abstain from discussing, evaluating or voting on the candidate and must ask the Secretary or another committee member to lead the discussion of the candidate.