

**ACADEMIC SENATE
CONFLICT OF INTEREST AND RECUSAL POLICY**

In the university, the term “conflict of interest” refers to financial or other personal considerations that may compromise a faculty member’s professional judgment in administration, management, instruction, research, or other professional activities. Conflicts of interest have the potential to bias, directly or indirectly, important aspects of committees’ work, including their recommendations about academic personnel decisions, proposals for degree programs and academic units, budgetary and planning decisions, faculty grants programs, and other areas of shared governance. Members of Senate committees must be aware that professional judgments made in committee work may be compromised or appear to be compromised by a conflict of interest. Note that in carrying out their work, Senate committee members are expected to rely on their academic expertise, experience, and judgment, and so professional agreements or differences of opinion are not by themselves a basis for recusal.

The Senate expects that any member of a committee will recognize when they have a potential conflict of interest and will inform the Chair (or the Vice Chair if there is a potential conflict of interest on the part of the Chair). Upon consultation with the Chair (or Vice Chair), the member with the potential conflict may choose to limit their participation up to and including full recusal. In the absence of agreement between the member and the Chair (or Vice Chair) of the committee on the appropriate actions, the Chair (or Vice Chair) of the committee shall inform the Chair (or the Chair Elect if there is a potential conflict of interest on the part of the Chair) of the Academic Senate, who shall make a recommendation as to what actions are appropriate.

There may be occasions when a member of a committee believes another member has a conflict of interest. Members should bring any concerns to the committee Chair (or Vice Chair) as appropriate.

Any party may consult the Chair of the Academic Senate for advice (or the Chair Elect if there is a potential conflict of interest on the part of the Chair) on a potential conflict of interest related to Senate committee work.

Senate committee members must recuse themselves in the following circumstances:

1. The Senate committee member has, or has had, a family relationship with the party involved in the action item, such as that of a current or former significant other, partner, spouse, child, sibling, or parent.
2. The Senate committee member has a personal financial interest in the outcome of the action item.
3. The Senate committee member believes that their recusal is necessary to preserve the integrity of the review process.

Upon joining a Senate committee, each member will be informed of this conflict of interest and recusal policy and will be expected to abide by it. Members appointed to committees with supplemental recusal policies (including CAP and CPT) are also expected to abide by those committee-specific policies.

Roberts Rules of Order, Newly Revised guides all Senate meetings.

The term “committee” in this policy includes Senate councils, committees, subcommittees, boards, and task forces.