College of Science Promotion and Tenure Conflict of Interest

Updated: 10-1-2023

The faculty handbook prescribes how to deal with conflicts of interest. Evaluators who have a relationship with a candidate should be forthcoming in making that relationship known, consistent with university policies. This includes personal relationships as well as professional relationships such as those with former advisees and collaborators. A faculty member or administrator involved in the promotion and tenure process must declare any conflict of interest that arises from these circumstances before any discussion takes place. A conflict of interest occurs when the evaluating party could realize personal, financial, professional, or other gain or loss as a result of the outcome of the P&T process, or when the objectivity of the evaluating party could be impaired by virtue of the relationship. If the P&T committee determines that the process would be compromised by the participation of the individual with a conflict of interest, that member must recuse him or herself from any discussion or voting on that particular case.

Potential conflicts of interest declared by a unit P&T committee member or by the Department Head are treated at the unit P&T committee level, according to the university guidelines. When the status of a conflict of interest has been discussed at the unit level, the outcome of the discussion needs to be reported immediately to the Dean and the P&T Coordinator for the College. Department Heads should send an email to the Dean and P&T Coordinator of the College indicating the outcome of the discussions related to conflict of interest. The Dean has the authority to find a conflict of interest where the unit committee decided there was none. The members of the department P&T committee will sign College of Science Department P&T Committee Confidentiality and Conflict of Interest Form prior to the committee work commencing.

College P&T committee members that are signatories of a unit level evaluation shall recuse themselves from votes on these cases. For all other cases, when the status of a conflict of interest has been discussed at the committee level, the outcome of the discussion needs to be reported immediately to the Dean. The Dean has the authority to find a conflict of interest where the committee decided there was none. The members of the college P&T committee will sign a College of Science P&T Committee Confidentiality and Conflict of Interest Form prior to the committee work commencing.

If the Dean has a conflict of interest, this will be reported to the Provost for a resolution.

In all cases, it is a college rule that anybody who was the MS or PhD thesis advisor of the candidate is excluded from the promotion & tenure process.