September 27, 2012

TO: JOSE WUDKA, CHAIR
RIVERSIDE DIVISION

FR: CONNIE NUGENT, CHAIR
GRADUATE COUNCIL

RE: CONFLICT OF INTEREST STATEMENT – 2012-13

The Graduate Council approved the following Conflict of Interest statement:

Purpose:
The Graduate Council should conduct itself in such a manner that neither the reality nor the appearance of a conflict of interest should be present in any action taken by the Council.

Terms:
1. Whenever any matter that affects a member of the Council as an Individual or as a member of a department or program is to be decided, that member should absent himself/herself before the vote is taken. If the member does not leave voluntarily, the Chair should excuse the member.
   a. The Chair of the Council may ask the member to provide information on the matter before the member’s departure.
   b. When confidential information is being provided to the Council, the affected member will be excused by the Chair before the information is provided.
   c. When student petitions are considered, Council members should consider a student matter in their department/program as a conflict of interest for themselves.
   d. When routine matters (e.g., course approvals) are being considered, the Chair may elect to allow all members to participate in the discussion and vote. This section is not meant to include program revisions, review committee reports on a specific department or individual student matters.

2. Subcommittee operations are subject to the same rules as the Council as a whole. The Chair may name a replacement from the Council membership for an
individual serving on a subcommittee who has a conflict of interest when necessary.

3. Students are not permitted to be present in Council meetings when matters pertaining to individual students are discussed.

4. In unforeseen cases, the Chair may rule that any member should be excused if the Chair foresees conflict of interest in the matter under discussion. The affected member may appeal to the Council. The member or the chair may appeal to the Committee on Privilege and Tenure if the results of the Council vote are not satisfactory; the matter to be discussed will be held without action pending the decision of the Committee on Privilege and Tenure.

5. Members with possible conflicts of interest should discuss the matter with the Council Chair before the pertinent Council meeting. If the Chair foresees a conflict of interest on the part of a Council member, he/she should discuss the matter with the affected member. It is to be hoped that a course of action satisfactory to the member and the Chair can be achieved. If this is not possible the Chair should determine the proper course of action. The member may appeal to the Council and/or the Committee on Privilege and Tenure as indicated in Section 4 above.