October 17, 2013

TO: Jose Wudka, Chair
    Riverside Division

FR: Mariam Lam, Chair
    Committee on Committees

RE: 2013-2014 Conflict of Interest Statement

The Committee on Committees adopted the following Conflict of Interest statement:

If any member of the Committee on Committees (hereafter referred to as the Committee) has a concern about a potential conflict of interest in the discussion of possible appointments, they should refrain from participating in those Committee discussions.

The Committee does not regard as a conflict of interest departmental affiliation as the Committee considers departmental colleagues to be a useful and necessary source of information regarding suitability for committee appointment.

Members of the Committee on Committees are committed to avoiding conflicts of interest and the appearance of conflict involving the appointment of those with whom they have a familial relationship or intimate partnership. At the first meeting of each academic year, committee members are responsible for identifying the names of any university employee with whom they are so connected and who might be considered by the Committee for future appointment. The member shall recuse her/himself from any discussion involving the appointment of said person and leave the room when the relevant discussion begins to ensure that all other Committee members can engage in open and honest discussion.

The Committee will refrain from making appointments from its current membership, with the exception of appointing out-going members for service after their term on the Committee on Committees has expired and when a Committee member is clearly and uniquely the most qualified Senate member to fill the assignment.

Any conflict-of-interest situations not covered here that arise will be dealt with by
the Committee on an ad hoc basis, according to the following procedure:

Should any member of the Committee feel that a conflict of interest exists, that member should, in confidence, discuss the matter with the Chair of the Committee (or, if the alleged conflict of interest involves the Chair, with one of the "third-year" members of the Committee). The Chair (or other member as specified above) shall attempt to resolve the matter by discussing it with the individual alleged to have a conflict. Should informal efforts to resolve the issue fail, the Chair (or other member as specified above) shall call a meeting of the Committee to consider the matter. The member alleged to have a conflict of interest shall not participate in the meeting, though he/she may attend part of the meeting for the purpose of responding to the allegation. After considering the matter to the extent necessary to act in an informed manner, the Committee shall vote. If a majority of the Committee agrees that a conflict of interest exists, the member found to have such a conflict shall absent himself/herself from that portion of any Committee meeting when the subject matter creating the conflict is before the Committee.