I. Purpose

Conflicts of interest, real or perceived, may arise when members of UW SMPH committees participate in decision making processes involving a student or applicant with whom they have a personal, professional, or academic relationship. This policy addresses potential conflicts of interest for members of student related UW SMPH committees, and defines those instances where committee members shall recuse themselves from official proceedings.

II. Definitions

Health Profession Program: Any of the UW SMPH Doctor of Medicine, Doctor of Physical Therapy, Master of Genetic Counselor Studies, Master of Physician Assistant Studies, and Master of Public Health Programs (each, a “Program”).

Committee Member: A participant on any committee concerning Program student admissions, promotions, grievances, appeals, or other student-related matters. Committee Members may include, but are not limited to, UW SMPH faculty, staff, and students; honorary/adjunct faculty; and members of the community.

Conflict of Interest: A Conflict of Interest occurs when a Committee Member has an Academic Relationship, Personal Relationship, or Professional Relationship with a student or applicant being evaluated by that committee. Current or past associations other than those enumerated may constitute a Conflict of Interest and are evaluated on a case-by-case basis in consultation with the chair of the relevant committee.

Academic Relationship: An academic relationship may exist if a Committee Member has: 1) served as a formal mentor to the student or applicant; 2) evaluated or assessed the student or applicant for reasons other than those necessary for the work of the committee, and that evaluation or assessment is relevant to the issue at hand; or, 3) provided the student or applicant with advice on personal matters.
**Personal Relationship:** A personal relationship exists if the Committee Member is the spouse, partner, parent, sibling, child or other relative of the student or applicant or other relative.

**Professional Relationship:** A professional relationship exists if: 1) the Committee Member has provided healthcare services to the student or applicant or 2) there is or was a direct reporting relationship between the Committee Member and the student or applicant.

### III. Policy

1. On an annual basis, Committee Members shall attest in writing that they have reviewed and agree to the “Conflict of Interest Agreement for SMPH Student Related Committee Members.”

2. In accordance with the Agreement, Committee Members shall recuse themselves from voting or decision making with respect to any student or applicant if the Committee Member has a Conflict of Interest.

**Related Procedures**

Recusal Procedure for SMPH Student Related Committee Members

**References**

UW School of Medicine and Public Health – Conflict of Interest Agreement for Committee Members template

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<th>Responsible Unit and Contact title</th>
<th>Senior Associate Dean for Academic Affairs</th>
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<tr>
<td>Revision History/Prior replaced or revised policies</td>
<td>Replaces existing practice since before 2005</td>
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