



Memorandum

To: Faculty members of Department of _____

From: Search Committee for _____ faculty search

Date:

Subject: Conflict of Interest for a faculty search

This memorandum is to address potential COI (Conflict of Interest) for faculty search committee members and/or a Department Head.

COI can impact the impartiality of committee decisions on which candidates move on to the long list and short list

- When the posting closes any member of the search committee and/or the Department Head will identify any candidates with whom they have close personal or professional relationships, according to the Faculty of Science COI guidelines.
- To manage a conflict appropriately, a committee member in conflict will refrain from evaluating the applicable candidate and will absent themselves from the room when the candidate is discussed.
- When the committee votes to finalize the long or shortlist, the committee member in conflict will refrain from voting on the identified candidates. If a tie occurs, the candidate will be added to the longlist.
- If the candidate in question is shortlisted, then the committee member in conflict would ideally be recused from serving on the committee and a faculty member without a conflict with any shortlisted candidate would replace them on the committee UNLESS a critical mass of expertise requires they remain.
- If the Head has a conflict of interest with a candidate who is shortlisted, the Head will appoint an Acting Head for the purpose of Head's interview, hiring decision and recommendation to hire. If the candidate in question is the recommended candidate, the Acting Head will continue to lead the negotiation and appointment process for this candidate.

CC: AD Human Resources, AD EDI - Faculty of Science