

Conflict of Interest Guidelines for Hiring at the Faculty of Science, UBC

Based mostly on NSERC conflict-of-interest guidelines, conflict of interest occurs when:

- the member has been a research supervisor or graduate student of the applicant;
- the member has provided letters of support for the applicant (not-arms-length letters);
- the member has collaborated with the applicant within the past six years, or has plans to collaborate with them in the immediate future;
- there is an administrative or family link between the member and the applicant;
- the member is uncomfortable with reviewing the applicant due to previous conflicts or any other reason.

If conflict of interest arises, or has the potential to arise, then the committee member must declare the conflict(s).

For the initial assessment of applications, the committee member may remain part of the hiring committee but refrain from evaluating the applicant(s) they are in conflict with. The committee member should absence themselves from the room when the applicant(s) is (are) discussed.

If the committee member is in conflict with a candidate on the shortlist, they can no longer be a member of the hiring committee and an alternative member with no conflict should take their place.

If a committee member is unsure whether a conflict may arise from the considering a candidate's application, they must disclose the circumstances to the chair of the committee prior to the discussion, and take the chair's direction as to whether they may evaluate the candidate's application and/or remain part of the hiring committee.