

## **ASPET CONFLICT OF INTEREST POLICY FOR AWARDS COMMITTEES**

### **1. Award Eligibility.**

Members of award selection committees are not eligible to be candidates for that award during their terms of service.

### **2. Relationships to an Award Nominee**

The following relationships of a committee member to an award candidate constitute a conflict of interest of potentially sufficient magnitude to alter the fairness and perceived fairness of the selection process and to require them to limit their service on the committee:

- a. Current dean, departmental chair, postdoctoral or graduate advisor; family member, spouse, or partner.
- c. An individual with whom one has a current business or financial relationship (e.g., business partner, employer, employee).
- c. Research collaborator or co-author within the last three years
- d. An individual working at the same institution or having accepted a position at the same institution.
- e. A previous graduate student or postdoctoral fellow in the last five years.
- f. Nominator for this or another ASPET award.

### **3. Elective Circumstances**

Members of award selection committees may for other reasons determine that they have conflicts or potential conflicts that require them to recuse themselves from service if they believe that their presence on the committee could affect the fairness of the selection process.

### **4. Disclosure and Management**

- a. Committee members should be informed of these conflict of interest policies when the list of award candidates is sent out.
- b. Committee members with a conflict of interest should make the chair of the awards committee aware of any potential conflicts before the nominations are considered.
- c. Because the award committees differ in size, number of applicants considered and in the procedures used for election, the chair of the awards committee will determine whether the conflict is of sufficient magnitude to require member to refrain either from voting, from participating in select discussions or from the entire selection procedure.
- d. If vacancies occur on award selection committees due to withdrawal of members from service, those vacancies should be filled promptly. The ASPET President, Council members and division heads should be prepared to serve as alternates if a vacancy arises due to a conflict.
- e. Any award committee chair or committee member with questions or ambiguous circumstances should seek the advice of the Executive Officer who will, where necessary, consult with the President and Council on this policy and its implementation.

### **5. Disclosure Failure**

If a committee member knowingly or unintentionally fails to disclose a conflict of interest and participates in the consummated awards selection, he or she will not be permitted to participate in an ASPET award committee for a period of three years.