

CONFLICT OF INTEREST DISCLOSURE FORM

Name: _____ Department: _____

Committee Member Affirmation

By signing my name below, I am pledging adherence to the highest ethical standards, to following all laws related to equal opportunity, affirmative action and non-discrimination and to the following statement on conflict of interest. The intent of the General Guidelines on Conflict of Interest is to foster equitable treatment of all candidates and prevent the appearance of partiality in employment practices, including recruitment and selection.

Members have an obligation to address both the substance and the appearance of conflicts of interest and, if they arise, to disclose them to other members of the committee and to the Vice Provost for Faculty Affairs for a ruling on appropriate action.

A conflict of interest occurs when a search committee member has, or appears to have, a familial, personal, professional, commercial or financial relationship with a candidate that may compromise, or appear to compromise, a fair and equitable recruitment and selection process and outcome.

A conflict of interest exists whenever a search committee member's interests or activities have the potential - real, or perceived - of:

- a) Compromising the search committee member's judgment;
- b) Biasing the nature or direction of the recruitment and selection (in either direction);
- c) Influencing the search committee member's decision or behavior; or
- d) Resulting in personal or a family member's gain or advancement at the expense of the University.

A conflict exists by virtue of a relationship that could result in an undue influence on the search committee member's professional judgment. One does not have to do anything improper to have a conflict of interest; it may be strictly situational.

In the event of a conflict of interest, the committee member with whom the conflict of interest exists must disclose the conflict to the search committee and to the Vice Provost for Faculty Affairs: cherie.dawson@louisville.edu or 502-852-6720. The search committee and the Vice Provost for Faculty Affairs will determine if the committee member with whom the conflict exist should either:

- a) remove themselves from the search committee; or
- b) recuse themselves from deliberations related to the candidate with whom the conflict exists.

Disclosure of the conflict and the decision made to eliminate the conflict (removal or recusal) should be noted in Search Committee documentation shared with HR.

For additional guidance in effectively managing conflict of interest, contact equal employment opportunity (EEO) Coordinator listed on the UofL President's Affirmative Action and EEO Policy Statement available at this [link](#) (donna.ernst@louisville.edu). For the policy governing employment of near relatives, refer to [Nepotism Policy PER-2.11](#).

I have read and understood the basis for this policy and my obligations in regard to conflict of interest.

Signature: _____

Date: _____