

UW School of Medicine and Public Health

Recusal Procedure for SMPH Student Related Committee Members

Note: Terms used in this procedure document are defined in the policy on Conflict of Interest in Student Related SMPH Committees (SMPH-8075).

- 1. Attestation:** The “Conflict of Interest Agreement for SMPH Student Related Committee Members” will be provided to all Committee Members for review and signature at the beginning of each Committee Member’s term. Thereafter, all Committee Members will sign the Agreement no later October 30th of each year served.
- 2. Disclosure:** When a Committee Member becomes aware of an existing or potential Conflict of Interest concerning a student or applicant who will be evaluated by the committee, the Committee Member shall promptly disclose the Conflict of Interest to the committee and/or the committee chair. Disclosure must occur prior to any action on the matter.
- 3. Procedure after Disclosure:** Committee Members who disclose a Conflict of Interest shall recuse themselves from any discussion, voting, or decision-making concerning the student or applicant. However, the committee may first ask the Committee Member to answer relevant questions. Following questions from the committee, the Committee Member shall leave the room until discussion and voting on the matter relating to the student or applicant have concluded. If the committee requires a quorum, the conflicted Committee Member may be counted in determining whether a quorum is present, but may not be counted in calculating the majority of the quorum necessary to carry the vote.
- 4. Minutes of Meeting:** The minutes will reflect when Committee Members recuse themselves due to a Conflict of Interest. Additional details concerning the Conflict of Interest will be included in the minutes when appropriate.
- 5. Failure to Disclose:** If a Committee Member or other SMPH faculty or staff has reasonable cause to believe that a Committee Member has failed to disclose apparent or actual Conflict(s) of Interest, the chair of the committee must be immediately informed. The Committee Member will be afforded the opportunity to explain to the chair the alleged failure to disclose. The chair will seek the advice of the committee regarding the disposition of the matter. If the committee determines that the Committee Member has failed to disclose an apparent or actual Conflict of Interest, it shall take appropriate corrective action, including removal from the committee.