

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Conflict of Interest Policy for the Progress and Promotions Committee**Policy Number:** 950-06-034

Responsible Officer:	Senior Associate Dean of Medical Education
Responsible Office:	Office of Medical Education
Origination Date:	09/2021
Date of Revision:	
Scope:	School of Medicine

I. Policy Summary

This is the Conflict-of-Interest policy for members of the Progress and Promotions Committee, a standing faculty committee of the UC Riverside School of Medicine.

II. Definitions

Conflict of interests may include personal relationships or financial relationships. Personal relationships include, but are not limited to, friends, family members, former employers, business/social/academic associates, and/or known relatives of any of those named above. Examples of financial relationships include, but are not limited to, the individual, or their immediate family member, currently or previously having a shared ownership interest with the individual or a member of their immediate family, or a relationship in which they receive a salary, gift, royalty, trade, intellectual property right, consulting fee, honoraria, or other financial benefit. In addition, there may be educational conflicts of interests where a faculty member / course / clerkship / thread director (who is also a member of this committee) may have a faculty-learner relationship with a student subject to potential adverse action by the Progress and Promotions Committee and be required to recuse themselves from the committee discussion and vote.

III. Policy Text

If a member of the Progress and Promotions Committee believes that a conflict of interest exists for themselves or for another person on the committee, said member should bring the potential conflict of interest to the attention of the Chair or Vice Chair. The Chair or Vice-Chair will convene a meeting in the absence of the person with the potential conflict and those present will determine whether a conflict exists. If the decision is in the affirmative, the individual considered to have a conflict may be asked to recuse themselves during committee discussions of the subject matter in question and, should a vote be taken, will not vote on the issue. Should the Chair be the person considered to have a conflict of interest, the Vice Chair of the committee will serve the function of the Chair in the process outlined.

IV. Responsibilities

Office of Medical Education

V. Procedures
N/A

VI. Forms/Instructions
N/A

VII. Related Information
N/A

VIII. Revision History
N/A

Approvals:

MEDICAL EDUCATION COMMITTEE (09/16/2021)
COMPLIANCE COMMITTEE (10/18/2021)

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