

# Conflict of Interest Committee

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| PURPOSE:                | The principal objective of the committee is to help ensure that faculty avoid activities which risk the integrity and reputation of the University and its faculty due to external activities conducted by the faculty. The Committee will review cases of reported conflict of interest and recommend to the Provost action to be taken.   |
| MEMBERSHIP:             | <ul style="list-style-type: none"><li>• The committee shall have 5 members.</li><li>• Officers<ul style="list-style-type: none"><li>○ Provost appoints one representative to call the organizational meeting each year. Chair elected by the committee membership. The Chairperson shall be the presiding officer and shall administer all business of the committee.</li><li>○ Secretary elected by the committee membership. The Secretary shall record and transmit minutes of all committee meetings and assist the Chairperson with correspondence of the committee as requested.</li></ul></li><li>• Five full-time teaching faculty (one representative from each college)</li></ul> |
| HOW APPOINTED:          | Deans make recommendations for their colleges.  |
| ROTATION:               | NA  |
| WHEN APPOINTED:         | Members will be appointed as cases for review arise.  |
| MEETING FREQUENCY:      | The committee shall meet as necessary to conduct the business of the committee.   |
| PARLIAMENTARY PROCEDURE | Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.   |