

Policy Title:

Committee on Student Promotions & Evaluation (CSPE) Recusal Policy

Background:

A conflict of interest is a set of circumstances that creates a risk that professional judgment regarding a primary interest will be unduly influenced by a secondary interest. Furthermore, a conflict of interest may compromise a committee member's professional judgment in administration, management, instruction, research, or other professional activities. Conflicts of interest have the potential to bias, directly or indirectly, important aspects of CSPE's endeavor, including its recommendations. Committee members must always keep this potential in mind and recuse themselves where a conflict of interest arises. There are additional circumstances in which recusal is necessary. The need for recusal may arise from the nature of petition or request, the structure of the review process, and the importance to the campus of maintaining the integrity of CSPE's charge.

Policy:

Committee members must recuse themselves in the following circumstances:

1. CSPE member is the Phase I Block Chair, Phase II Clerkship Director, or Phase III Rotation Director of the block, clerkship, or rotation that prompted the referral to CSPE.
2. CSPE member has, or has had, a family relationship with the student, such as that of a current or former significant other, partner, spouse, child, sibling, or parent.
3. CSPE member has, or has had, a sexual relationship with the student.
4. CSPE member has a private financial interest in the outcome of the petition.
5. CSPE member has provided health services to student including medical and psychiatric care or psychological counseling.
6. CSPE member is aware of any prejudice, pro or con, that would impair his or her judgment of the petition.
7. CSPE member has participated, or intends to participate, in deliberations about the questions at issue in the petition at another level of review.
8. CSPE member believes that his or her recusal is necessary to preserve the integrity of the review process.

Upon joining CSPE, each member is expected to sign a document indicating his or her awareness of this recusal policy and his or her intention to abide by it.

When a conflict of interest is identified, the committee member must make the Chair of CSPE aware (in writing) of any conflict of interest with the student. The committee member should briefly specify the nature of the conflict of interest and indicate whether or not they believe that they can review the work impartially. Again, the presence of a conflict of interest does not indicate impropriety.

The CSPE Chair will review the report and make a determination on how to proceed. Possibilities include:

1. Allowing the committee member to complete the review without limitation, or
2. Having the committee member recuse themselves from reviewing the petition where a conflict of interest exists but allowing him or her to review all others, or
3. Recusing the committee member from the entire meeting and him or her with an alternative.

The committee member must comply with the Chair's request.

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| Responsible Office: | Medical Student Affairs |
| Approving Body: | Committee on Student Promotions and Evaluation Curriculum Committee |
| Origination Date: | 4/5/2017 |
| Date of Revision: | |
| Scope: | Medical Students |