

## **Graduate Council**

### **Conflict of Interest Policy**

Adopted by Graduate Council on September 10, 2019  
Revision approved by the Council on August 31, 2020

The Graduate Council should conduct itself in such a manner that neither the reality nor the appearance of a conflict of interest should be present in any action taken by the Council.

#### ***Committee as a Whole:***

Whenever any matter that affects a member of the Council as an individual or as a member of a department, graduate group, or program is to be decided, that member should absent himself/herself before the vote is taken. If the member does not leave voluntarily, the Chair should excuse the member.

- Members with possible conflicts of interest should discuss the matter with the Council Chair before the pertinent Council meeting. If the Chair foresees a conflict of interest on the part of a Council member, he/she should discuss the matter with the affected member. It is to be hoped that a course of action satisfactory to the member and the Chair can be achieved.
- The Chair of the Council may ask the member to provide information on the matter before the member's departure.
- When confidential information is being provided to the Council, the affected member will be excused by the Chair before the information is provided.
- When student petitions are considered, Council members should consider a student matter in their department/program/graduate group as a conflict of interest for themselves.
- When routine matters (e.g., course approvals) are being considered, the Chair may elect to allow all members to participate in the discussion and vote. This section is not meant to include program revisions, review committee reports on a specific department/program/graduate group, or individual student matters.

#### ***Subcommittees:***

Subcommittee operations are subject to the same rules as the Council as a whole. The Chair may name a replacement from the Council membership for an individual serving on a subcommittee who has a conflict of interest when necessary.

#### ***Students:***

Students are not permitted to be present in Council meetings when matters pertaining to individual students are discussed.

#### ***Review of CCGA Proposals and Graduate Program Reviews:***

Members with possible conflicts of interest will be recused from the discussion and voting.