

**Undergraduate Council Recusal Policy**  
**Revised and approved by CRE October 23, 2024**  
**Approved by UGC October 25, 2024**

In the university, the term “conflict of interest” refers to financial or other personal considerations that may compromise a faculty 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 the Council’s work, including their recommendations about academic degree programs, courses and other areas of shared governance.

**Recusal Policy**

If a member of the Undergraduate Council has a personal affiliation with a School or a program or an individual bringing business before the Council, this should be brought to the attention of the Council. The Undergraduate Council at that time will vote (1) to allow or disallow the member from participating in the discussion of the item of business in question or (2) to allow or disallow the member from voting <sup>1</sup> on a motion(s) related to the item of business in question. Undergraduate Council members must recuse themselves in the following circumstances:

1. The member has, or has had, a family relationship with another member of the Council.
2. The Council member has a personal gain or loss in the outcome of an action item.
3. The Council member believes that their recusal is necessary to preserve the integrity of the review process.

Upon joining the Council, each member will be informed of this recusal policy and will be expected to abide by it.

**Grey Areas**

In “grey areas” where a UGC member is uncertain regarding recusal, the member may disclose the potential grounds for recusal to the UGC Chair and the UGC Analyst. The Chair may then determine whether the member should recuse themselves, or the Chair may seek the advice of other Council members in making this determination. The Chair or members may suggest that a member abstain from voting when a conflict of interest exists. The Chair should consult the whole Council regarding potential grounds for their own recusal. In making its determination regarding recusal in grey areas, the Council will take into account the fact that, by design, each member brings valuable and unique expertise to the Council as a whole.

*Reviewed and approved as presented by UGC on September 13, 2024.*

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<sup>1</sup> A member may be allowed to discuss a business item but may not be allowed to vote on item if there is a conflict of interest