

Conflict of Interest Guidelines for Faculty Promotions Cases

A fair, transparent and academically rigorous process of Faculty Promotions is crucial to the reputation and good-standing of the University. The FPC must be satisfied that no evidence of an actual, potential or perceived conflict of interest exists in the selection of External Assessors. An External Assessor is deemed to have a conflict of interest if they have a professional or personal relationship with the candidate that could reasonably call into question the Assessor's ability to give an objective assessment of the application and have a material effect on the decision. In practice, there are a number of situations in which a conflict of interest might be considered to exist actually, potentially or perceptually. In each of these situations the proposed External Assessor is deemed unsuitable to serve in this capacity and therefore must not be proposed by the candidate, Head of School/College Principal or selected by the FPC.

External Assessors with the following relationships with a candidate are seen to have a conflict of interest under these guidelines:

1	Where the External Assessor has had a formal (paid or unpaid) affiliation with the candidate at UCD or elsewhere within the last 5 years e.g. is a former close colleague or associate of the School/Unit or is a past member of a School/Unit/Research Group.
2	Where a Ph.D. or Post-Doctoral Supervisory relationship has existed between the candidate and the External Assessor in either direction.
3	Where there has been close collaboration, including significant co-authorship, co-presentational, co-editorial activities (excluding co-membership of editorial boards) or mentorship between the candidate and the External Assessor within the last 5 years.
4	Where a close personal relationship e.g. friendship, business, professional partnership or family relationship, exists, or has existed, between the candidate and the External Assessor.
5	Where a known professional or personal conflict exists between the candidate and the External Assessor.
6	Where the External Assessor holds strong negative opinions on the work presented or research conducted by the candidate that could prevent her/him from providing a fair and balanced review of the candidate's application.

Adherence to these guidelines will help to safeguard the academic integrity, administrative effectiveness and strict impartiality of the Faculty Promotions process.