

Office of the Senate Secretariat

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28 February 2008

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur **at 4:00 p.m., Monday, 10 March 2008** in BAC 132. The AGENDA follows:

- 1) Minutes of the Meeting of 11 February 2008
- 2) Announcements and Communications
- 3) Business Arising from the Previous Minutes
  - a) Division of Continuing & Distance Education - Name Change **(078-62-CDE)**
- 4) New Business
  - a) Research Committee - Nomination for Research Ethics Board **(078-65-REB) \***
  - b) Academic Integrity Committee - Policy on Conflict of Interest (as per minutes of 10Oct06) **(078-66-INT) \***
- 5) Other Business

Yours sincerely,

Rosemary Jotcham  
Registrar and Secretary of Senate

\* Material Attached

Items Carried Over/Tabled:

Faculty Development Committee - Endowed Chairs **(078-30-FAC)**

Research Committee - Release Time for Advancing Research Activity **(078-64-RES)** as per minutes of 11Feb08

NOTICE OF MOTION:

The Senate Research Committee nominates Dr. Christopher Shields (Faculty of Professional Studies Representative) for a 3-year term on the Research Ethics Board (to expire 30 June 2011), replacing Dr. Darren Kruisselbrink whose term ends.

T. Herman, Acting Dean  
Research and Graduate Studies

## **Conflict of interest policy**

The purpose of these guidelines is to establish a standard of conduct applicable to Acadia University faculty student relations. This standard of conduct will maintain public confidence and ensure the maintenance of the integrity of the university

### **Disclosure**

Actual and potential conflicts of interest shall be disclosed in accordance with this policy. Anyone with reasonable grounds to believe that an undisclosed conflict of interest exists is required to report it to their immediate administrative head, as long as he or she is not a closely associated person, in which case the conflict should be reported to the next highest level of administration

### **Definitions**

“Closely associated person” means a person related by blood, adoption, marriage or common law marriage to the faculty member or a person with whom the university member has an “intimate personal relationship.”

“Administrative head”

Of a Dean is the Vice-President Academic

Of a department head or academic director is the Dean of that Faculty

Of any other university member is the Dean of their Faculty.

“University member” means all faculty members and teaching assistants at Acadia University.

“Teacher” is anyone who is involved in the instruction, supervision or evaluation of students including but not limited to professors, lecturers, instructors, or teaching assistants.

**Examples** of conflict of interest include cases where a university member

- Grades work of a student to whom the faculty member is related or with whom he or she has an intimate personal relationship
- Employs a student as a teaching assistant or as a research assistant to whom the faculty member is related or with whom he or she has an intimate personal relationship
- Supervises a student employed by a business in which the faculty member has a financial interest

### **Policy**

A university member shall only participate in an activity or decision that involves an actual or potential conflict of interest if that activity or decision has been approved in advance by the department head or director responsible for his/her unit.

**Procedures** for handling conflicts of interest

The department head or director to whom a conflict of interests is disclosed shall decide whether a conflict of interest exists, whether it will be permitted to continue and under what, if any, conditions.

In making this decision the department head or director may take into account the following factors:

- Any possible harm to the interests of students or research participants
- Whether reasonable alternative arrangements which do not involve a conflict of interest can be made
- The consequences to the university and its reputation of permitting the conflict of interest situation to continue

The department head or director's decision shall be communicated in writing to the faculty member and may be appealed

**Types of Conflict of Interest**

Teacher-student relationships may involve family, business or intimate personal relationships. Teachers in these situations shall not participate in instruction, supervision, evaluation or advice of the student, unless such participation has been approved in advance by the university member's department head or director.

For example, disclosure is required before a university member:

- Teaches, supervises or evaluates a student who is a closely associated person
- Shares a financial interest with one of his or her students
- Acts as a researcher, employee, consultant or advisor for one of his or her students in connection with activities unrelated to the student's academic program.

Personal interest of a university member or teacher which might reasonably be perceived as influencing the faculty member's review or assessment of research assignments, papers, examinations, or any other evaluation shall be disclosed to the faculty members administrative head.

A university member must disclose to his or her department head or director plans to involve a graduate student or post-doctoral fellow in research activities in which a university member has a personal interest.

**Appeals**

Any university member who is not satisfied with a decision relating to him or her made by an department head or director under this policy may appeal the decision within 14 days of receiving written notice of the decision. The university member shall submit a written statement outlining the grounds for appeal together with any documentation to the administrative head of the administrative head who made the decision.

**Effect on Collective Agreements**

Nothing in this policy shall be construed as limiting any right of grievance or arbitration that exists under the current collective agreement