

**Committee on Academic Personnel (CAP)
Recusal Policy**

In a 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 CAP’s endeavor, including its recommendations about candidates for appointment, merit advance, or promotion, and its recommendations concerning FTE allocations and campus polices. CAP 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 academic review, the structure of the review process, and the importance to the campus of maintaining the integrity of Academic Senate review of academic personnel matters.

Policy

(A) CAP members must recuse themselves in the following circumstances:

- 1) CAP member has, or has had, a family relationship with the candidate, such as that of a current or former significant other, partner, or spouse, or child, sibling, or parent.
- 2) CAP member has, or has had, a sexual relationship with the candidate.
- 3) CAP member has a private financial interest in the outcome of the case.
- 4) CAP member is aware of any prejudice, pro or contra, that would impair his or her judgment of the case.
- 5) CAP member has participated, or intends to participate, in deliberations about the questions at issue in the case at another level of review. (In these cases, the CAP member may participate in the committee discussion, but will be recused from the CAP vote.)
- 6) CAP member believes that his or her recusal is necessary to preserve the integrity of the review process.

(B) Upon joining CAP, 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.

I have read the attached recusal policy of the Committee on Academic Personnel (CAP) and agree to its terms.

NAME (print)

DATE

NAME (signature)