



RESEARCH OR POST-DOC APPOINTEE CONFLICT OF INTEREST FORM

This form must be completed and signed by the supervisor and submitted with the REQUEST FOR A RESEARCH OR POST-DOC APPOINTMENT form if the appointee is a relative.

University of Windsor Policy C1: Conflict of Interest or Commitment, 7.0 Favouritism in Employment states:

"The university takes every precaution to guard against favouritism of every kind in hiring. Faculty and staff members must be scrupulously fair and honest in ensuring that positions are well advertised and that appointments are offered always to the best-qualified available candidates. In so doing, however, the university acknowledges that, occasionally and in unique circumstances, there are cases in which, to fulfil the mission of the university, potential conflicts of interest may arise.

When a faculty or staff member is in a position to influence personnel decisions (such as the recruitment, offer of employment, evaluation of performance, promotion, granting of tenure, or termination of employment) with respect to another with whom the faculty or staff member has a relationship, which might reasonably be construed as a conflict or potential conflict of interest, then the faculty or staff member has a duty to disclose the situation to the administrative head of the unit ..."

Please note that requests for appointments, where the appointee is a relative of the supervisor, that are not accompanied by a signed Conflict of Interest Form will not be processed.

APPOINTMENT DETAILS

APPOINTEE: \_\_\_\_\_

TITLE: \_\_\_\_\_

List the appointment title as it appears on the REQUEST FOR A RESEARCH OR POST-DOC APPOINTMENT form (e.g. Research Assistant, Research Associate, Post-Doc, etc.).

SUPERVISOR: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

RELATIONSHIP DETAILS

Is the incumbent a relative?  Yes  No

What is your relationship to the incumbent?  Spouse  Child  Sibling Other: \_\_\_\_\_

APPOINTEE QUALIFICATIONS

Is the incumbent qualified for the position?  Yes  No

In the field below, enter a "written declaration" outlining how the incumbent meets the qualifications of the position and indicating that no conflict of interest exists:

[Empty text area for written declaration]

SUPERVISOR DECLARATION

I declare that this appointment does not constitute a conflict of interest.

I declare that all information provided on this conflict of interest form is true and accurate.

Accepted:

Printed Name

Signature

Date