SAN FRANCISCO DIVISION OF THE ACADEMIC SENATE
COMMITTEE ON ACADEMIC PERSONNEL

RECUSAL POLICY

The Committee on Academic Personnel (CAP) makes recommendations to the Vice Provost, Academic Affairs on faculty file actions related to appointments, advancements, reviews, policy and other matters:

Given CAP's purpose, service on the committee ("committee" refers to members as well as guest) can present situations where there are conflicts of interest (COI) for the committee member. Conflicts can arise because the committee member might be in the same unit (defined in this document as department, institute, or academic group at a comparable level) as the faculty under review (FUR). Similarly, given the close academic community that exists at the University, the member may have had contact, personal and/or professional relationships, with the faculty under review. These relationships have the potential to bias, directly or indirectly, CAP's review. Additionally, the appearance of COI may undermine the integrity of CAP and the trust placed on it by the UCSF community.

CAP members must always keep this potential in mind and recuse themselves where a conflict of interest arises. Yet, because of the importance of the expertise and experience that each CAP member brings to committee deliberations, members should not recuse themselves unless it is warranted by the criteria indicated in this document.

Policy

There are occasional cases in which CAP members will recuse themselves, even if they are not voting members of the FUR's department. Grounds for recusal should include any situation that would cause a reasonable person with all the relevant facts to call into question the CAP member's impartiality. Examples of cases in which a recusal is appropriate could include (but are not limited to) situations where a CAP member has close ties to the candidate because:

1) Member of the laboratory, office, or department (or for Department of Medicine, Division) affiliation as the faculty member under review;
2) Direct and ongoing research collaboration with the faculty member under review;
3) Financial/business, familial or romantic relationship with the faculty member under review; or
4) The CAP member believes his or her recusal is necessary to preserve the real or perceived integrity of the committee's process

Further, to maintain transparency, the CAP member should disclose to CAP any circumstances that could bear on the member's impartiality in judging a faculty member's academic personnel file, even if, in the member's judgment, the circumstances aren't sufficient to warrant recusal. If there is a question, please consult with the CAP Chair.

Prior to formal acceptance and investigation by CAP of any file for review at the start of an academic year (and as relevant at the start of any CAP meeting), the committee will raise the recusal policy and members can discuss the policy in relation to their continued participation.

The CAP committee will discuss, provide guidance, and determine as a whole whether any member should be asked to recuse him or herself. A member's ultimate decision to recuse himself or herself will be automatically accepted by the CAP Committee.

If the implementation of this policy results in a CAP committee number that is less than required to establish a quorum and conduct business, the Academic Senate's Committee on Committees will be consulted and requested to appoint additional alternates.

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

_____ _____

NAME **DATE**