

**Guidance on Conflicts of Interest and Related Documentation
in Faculty & Librarian Personnel Review Processes**

Office of the Provost
University of Massachusetts Boston
July 22, 2021

COI Guidance for Personnel Reviews: Appendix B

Absolute COIs that Are Disqualifying and COIs that Are Potentially Disqualifying for External Reviewers

When a personnel review process includes external reviewers, COIs that **disqualify an external reviewer** include immediate familial relationships, close personal relationships, financial relationships with the candidate or the University, and positions of influence over or under the candidate. Examples of these are:

- A spouse, child, sibling, or parent of the candidate.
- A close personal friendship that might tend to affect the individual's judgment or be seen as doing so by a reasonable person familiar with the relationship.
- A PI of a grant on which the candidate is a co-PI or vice versa.
- A financial relationship or business relationship (e.g., co-owner of a consulting business).
- Employment at UMass Boston within the past 12 months.
- Current financial arrangement with UMass Boston (such as consulting or an advisory arrangement).
- Received an honorarium or an award from UMass Boston within the past 12 months.
- Being considered for employment at UMass Boston.
- Currently on a visiting committee (e.g., AQUAD, accreditation committee) for the candidate's program, department, or unit (e.g., college) at UMass Boston.
- Holding an office, board membership (e.g., Board of Trustees), or influential committee chairpersonship at UMass Boston.

COIs that have the **potential to disqualify an external reviewer** include collaborators in scholarly activities and relationships in which there is a power differential. Examples of these are:

- Collaborator on a project or on a book, article, report, or paper.
- Co-editor of a journal, compendium, or conference proceedings.
- Past or present association as a thesis or dissertation advisor or advisee.

In these cases, professional discretion, on the part of both the candidate and the individual who would serve as an external reviewer, must be used to determine whether the COI is disqualifying.