

## **POLICY & PROCEDURES**

### **COUN-01: CONFLICT OF INTEREST**

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#### **PREAMBLE**

Individuals who conduct business on behalf of PEAC must be committed to the values of the organization, one of which includes the belief in transparent, consistent, and fair practices. In support of this value and good practices, PEAC strives to avoid actual, potential, and perceived conflict of interest in all of its activities.

#### **1.0 POLICY**

- 1.1. A conflict of interest exists when conditions or circumstances could preclude or interfere with an individual's capacity to conduct themselves or to make decisions impartially, OR be seen to have precluded or interfered with that individual's capacity to make decisions impartially. Such conditions or circumstances may include but are not limited to situations when an individual:
  - is or has recently been (within five years) an employee of the education program being accredited
  - has recently (within five years) graduated from the education program being accredited
  - is serving or has recently served in the capacity of consultant or honorary faculty member of the education program being accredited
  - has a monetary or personal interest in the outcome of an accreditation decision for the education program being accredited
  - has or has had close personal or professional relationships with individuals in the education program being accredited
  - has a member of their immediate family that is involved with the education program being accredited as a student, staff, or faculty member
- 1.2. Individuals who participate in any aspect of PEAC activities are expected to recognize relationships in which they may have an actual, potential, or perceived conflict of interest and disclose such conflicts to PEAC.
- 1.3. Education programs may identify conflicts of interest that potentially exist in the selected members of the Peer Review Team (PRT).

#### **2.0 PROCEDURES**

- 2.1. PRT members are required to review the Conflict of Interest policy (*COUN-01*) and complete a Conflict of Interest Declaration (*FORM-07*) prior to participation in an accreditation review.

- 2.2. Prior to or during discussion at any PEAC meeting, the Conflict of Interest policy is included on the agenda and reviewed. Any member who perceives themselves to be in an actual, potential, or perceived conflict of interest must immediately inform the Chair of the existence of such a conflict. The reason for the conflict must be discussed, and the level of conflict (actual, potential, perceived) and the appropriate action (be excused from the discussion, participate in the discussion but abstain from voting, or other action) must be determined.
- 2.3. Any member who perceives themselves to be in a conflict of interest situation where disclosing the reason for the conflict would bias the other members must inform the Chair of the existence of such a conflict, excuse themselves from the meeting during the discussion, and abstain from voting regarding the program's accreditation status. The reason for the conflict should not be discussed or disclosed. Members who are unsure whether they should declare such a conflict should consult the Executive Director of PEAC to discuss the situation.
- 2.4. A PEAC Accreditation Committee member or Board member who is or has been (within five years) a faculty member of a program for which accreditation status is being considered must declare a conflict of interest and be excused from the meeting during the discussion regarding determination of the program's accreditation status and abstain from voting regarding the program's accreditation status.
- 2.5. A PEAC Accreditation Committee member or Board member who has recently (within five years) graduated from a program for which accreditation status is being considered must declare a conflict of interest and be excused from the meeting during the discussion regarding determination of the program's accreditation status and abstain from voting regarding the program's accreditation status.
- 2.6. A PEAC Accreditation Committee member or Board member who was a PRT member for the review of the program for which accreditation status is being considered may participate in the discussion, to clarify the PRT report and to add context and answer questions. The member must avoid adding any new information during the meeting, and must abstain from voting regarding the program's accreditation status.

<b>Policy Number: COUN-05</b>	
Date of last revision	Associated documents
<i>Aug 2001</i>	Accreditation Committee Handbook
<i>May 2012</i>	FORM-07 Conflict of Interest Declaration
<i>June 2013</i>	ACC-01 Accreditation Decisions
<i>April 2014</i>	PRT Handbook
<i>July 2018</i>	
<i>Jan 2019</i>	