

September 16, 2015

[Advisory to Deans #AA2015-07](#)

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, DEPARTMENT CHAIRS, AND ACADEMIC PERSONNEL ANALYSTS**

Re: Disclosing Potential Conflicts of Interest (COI) in Faculty Recruitments

Dear Colleagues:

During the last year, Academic Affairs has been working closely with the UC Davis Division of the Academic Senate to develop guidelines for disclosing and reporting potential conflicts of interest that can arise in the course of conducting a faculty search. I share the Senate's belief that adopting a culture of greater transparency will enhance both the quality of our faculty and the confidence in our recruitment process.

Beginning September 1, 2015, we require that each Recruitment Committee Chair submit a **UC Davis Faculty Recruitment Committee – Potential Conflict of Interest (COI) Disclosure Form**. The COI disclosure form is currently available on the Academic Affairs website [here](#) (or by entering the following website address: <http://academicaffairs.ucdavis.edu> and selecting "Your Resources" tab, then select "Forms & Checklists," scroll down to the section "Recruitment Forms" and click the PDF link for "Faculty Recruitment Committee – Potential Conflict of Interest (COI) Disclosure Form"). The completed COI disclosure form will need to be uploaded in UC Davis RECRUIT in order to be submitted at the same time as the Shortlist Report containing the list of applicants proposed to be invited to the campus for in-person interviews. Directions for uploading the COI disclosure form are included below.

We have created a document, "Aspirational Principles and Guidelines Regarding Conflict of Interest on Recruitment Committees," that provides detailed guidance to Recruitment Committee members about how to identify potential conflicts of interest, recommendations for disclosing the nature and extent of any personal or professional relationships, and proposed actions to take. This document must be provided by the Recruitment Committee Chair to all members of the committee prior to any discussion about applicants to the position. This document is included as part of the COI disclosure form.

Instructions for uploading the Disclosure document to UC Davis RECRUIT, which should be in PDF format, are as follows:

1. At the UC Davis RECRUIT website (<https://recruit.ucdavis.edu/>), login and click on the "Recruitments" tab

2. Locate the name or JPF number of the recruitment, and click on “Search info”
3. On the left of the page, click on “Documentation”
4. Upload the Disclosure in the “Letters and Memos” section

For any questions about use of the COI disclosure form, please contact the Academic Affairs Consultant for your college, division or school.

Sincerely,

A handwritten signature in black ink, appearing to read "Maureen L. Stanton". The signature is fluid and cursive, with the first name being the most prominent.

Maureen L. Stanton  
Vice Provost—Academic Affairs  
Distinguished Professor, Department of Evolution and Ecology