

AEESP Conflict of Interest Policy

Updated: July 5, 2024

Purpose

All AEESP volunteers are asked to comply with the Conflict of Interest (COI) policy outlined below. This policy applies to all committees that select AEESP Awardees, Lecturers, Fellows, and Conference Hosts, which are referred to as “Selection Committees” in this document. The COI policies are meant to promote ethical processes and uphold the equality, inclusiveness, integrity, and excellence of AEESP’s activities.

The purpose of this COI policy is to avert, to the extent possible, biasing circumstances or the appearance of biasing circumstances in the selection of AEESP awards and honors.

Ethical Standards

Board of Directors

1. Those ineligible for the Board of Directors. An AEESP member cannot be a nominee for membership on both the AEESP Board and the AEESP Foundation Board in the same governance year. A member of the AEESP Foundation Board is ineligible to be nominated as a candidate for the AEESP Board.

- This policy does not apply to members that transition to the AEESP Foundation Board after having served on the AEESP Board (e.g., Treasurer, Chief Information Officer).

Awards Committee

1. Those ineligible for awards. AEESP members holding the following leadership positions are not eligible to be candidates for any awards:

- AEESP President;
- AEESP President-Elect;
- AEESP Board members;
- AEESP Foundation Board members;
- Awards Committee members;
- AEESP staff; and
- AEESP immediate Past President (up to one year after completion of their term as President).

2. On the relationship to an award nominee. This policy is applicable to committee members, nominators, and supporters.

2a. The following relationships need to be acknowledged and communicated to the Awards Committee

but do not disqualify the individual from participating in the nomination or review process:

- Candidate's current dean, department head/chair, supervisor, supervisee, laboratory director, an individual with whom one has a current business or financial relationship (*e.g.*, business partner, employer, employee);
- Individuals who have actively collaborated with the nominee on a book, article, report, or paper in the last 48 months or co-edited a journal, compendium, or conference proceedings within the last 24 months; and
- Individuals who are currently employed at the nominee's institution, were previously employed at the nominee's institution in the last 12 months, are under consideration for employment at the nominee's institution, or have received an honorarium from the nominee's institution within the last 12 months.

2b. The following offices and relationships disqualify individuals from making nominations:

- AEESP President, President-Elect, and staff cannot nominate or write support letters for candidates other than for student awards;
- AEESP Foundation Board members cannot nominate or write support letters for candidates other than for student awards;
- Awards Committee members cannot nominate or write support letters for candidates other than for student awards;
- Family members, spouses, and partners cannot nominate or support candidates for any award; and
- Chairs and members of the Awards Committee who are conflicted with the above-mentioned relationships should recuse themselves from participating in the deliberation and voting process for that particular nominee.

Lecturers Committee

1. Those ineligible for consideration as a Lecturer.

- Members of the Lecturers Committee during their term of committee service.
- Members of the AEESP Board during their terms of office.
- Members of the AEESP Foundation Board during their terms of office.
- Candidates included on the election slate for the AEESP Board are eligible for consideration as a Lecturer but cannot accept both roles (*i.e.*, Board member and Lecturer).
- Candidates included on the election slate for the AEESP Foundation Board are eligible for consideration as a Lecturer but cannot accept both roles (*i.e.*, AEESP Foundation Board member and Lecturer).

2. On the relationship to a Lecturer nominee. This policy on the relationship to a nominee is applicable to committee members, nominators, and supporters.

- Members of the Lecturers Committee are required to abstain from evaluating or voting for a nominee if their relationship with the nominee is one of doctoral student advisee/advisor, and/or postdoctoral associate advisee/advisor. Members of the Lecturers Committee with this COI are able to vote on other candidates.

- Members of the Lecturers Committee can serve as a nominator or supporter for any nomination submitted to the committee only if the candidate is from a different institution than the nominator and there is no personal relationship, collaborative effort, or other COIs.

Fellows Committee

1. Those ineligible for consideration as a Fellow.

- AEEESP members with less than 10 years of continuous membership are ineligible to be considered as a Fellow.
 - If the member has any gaps in their membership profile, they can reach out to the Executive Administrator to request an opportunity to retroactively pay for those years to ensure a continuous 10-year membership record.

2. On the relationship to a Fellow nominee.

- Members of the Fellows Committee who have submitted a nomination package should not vote for or discuss that nominee; preparing a support letter is not a COI.
- Committee members who are employed at the nominee's institution, have been employed at the nominee's institution in the last 12 months, are being considered for employment at the nominee's institution, have received an honorarium from the nominee's institution within the last 12 months, have actively collaborated with the nominee on a book, article, report, or paper in the last 48 months, or co-edited a journal, compendium, or conference proceedings within the last 24 months should not vote for or discuss that nominee.
- Committee members with known family relationships, such as spouse, partner, child, sibling, or parent, should not vote for or discuss that nominee.
- Committee members with known professional relationships, such as thesis/dissertation advisor/student, should not vote for or discuss that nominee.
- Committee members with any other actual or perceived COI are expected to state their potential COI to the committee before discussion of nominees. The committee will employ its best judgement to determine whether the committee member should recuse themselves from the discussion and voting processes for the particular nominee.

Conference Site Selection Committee

1. Those ineligible for consideration as a Conference Host.

- Members of the Conference Site Selection Committee are ineligible to submit a proposal or serve in a leadership role (*e.g.*, Conference Chair or co-Chair) for a proposal to host the biennial AEEESP conference.
- Members of the AEEESP Executive Committee (*e.g.*, President, President-Elect, Vice President) are ineligible from submitting or serving in a leadership role (*e.g.*, Conference Chair or co-Chair) for a proposal to host the biennial AEEESP conference.

2. On the relationship to a Conference Host.

- Members of the Conference Site Selection Committee and AEEESP Executive Committee can be faculty at institutions that submit proposals to host the biennial AEEESP conference, but they

cannot be involved in organizing the conference.

- Committee members should not vote for or discuss proposals that include members of their home institution.
- Committee members who were employed at the proposers' institution in the last 12 months, are being considered for employment at the proposers' institution, or have actively collaborated (*e.g.*, published on a book, article, report, or paper in the last 48 months, or co-edited a journal, compendium, or conference proceedings within the last 24 months) with any of the prospective Conference Chairs or co-Chairs should not vote for or discuss that proposal.
- Committee members with any other actual or perceived COI are expected to state their potential COI to the committee before discussion of proposals. The committee will employ its best judgement to determine whether the committee member should recuse themselves from the discussion and voting processes for the particular proposal.

Additional Conflicts

A vital aspect of fairly managing COIs in the selection process of Awardees, Fellows, Lecturers, and Conference Hosts is personal ethical integrity in being aware of bias for or against a nominee for any reason beyond those outlined above. Open discussion about potential COIs among Selection Committee members is required prior to the selection discussion. If, for any reason, committee members judge that they have a COI with a nominee, then they are expected to recuse themselves from any relevant discussion and voting. Examples are provided below:

- Chairs of Selection Committees who are supervisors of nominees cannot participate in the review and selection process for that committee;
- Members of Selection Committees may determine that they have conflicts or potential conflicts for other reasons (*e.g.*, open personal or professional disagreements) and act on that determination if they believe that service could affect the fairness or perceived fairness of the selection process.
- Nominees may also identify potential conflicts with members of Selection Committees and can voice those concerns as COIs without mentioning the reason.

Disclosure and Management

- COI standards and implementation procedures for service on the Awards, Lecturers, Fellows, and Conference Site Selection Committees should be widely publicized and readily accessible to AEESP members.
- The President, Committee Chair, and/or members of the Awards, Lecturers, Fellows, and Conference Site Selection Committees will make members aware of these ethical standards and the implementation procedures.
- Awards, Lecturers, Fellows, and Conference Site Selection committees members with a COI will inform the committee chair of any potential conflicts before nominations are reviewed. The Chair, in consultation with the committee members, will determine whether the conflict requires a member to refrain from voting, joining the deliberation process, or participating in the entire selection procedure.
- If vacancies occur on Selection Committees due to withdrawal of members from service as a

result of a COI during their term, those vacancies should be promptly filled. The relevant Committee Chair, with approval from the AEESP President, should be prepared to appoint alternates if a vacancy arises due to a conflict.

- Any Awards, Lecturers, Fellows, and Conference Site Selection committee member with questions or ambiguous circumstances should seek the advice of the Board liaison who will, when necessary, consult with the President on this policy and its implementation.
- If a committee member knowingly or unintentionally fails to disclose a COI and participates in the consummated selection process, they will not be permitted to participate in any Selection Committee for a period of two years; they will still be allowed to nominate or support packages.

Timing of Policy Review

Members of the Awards, Lecturers, Fellows, and Conference Site Selection committees will review the Conflict of Interest Policy every three years and revisions will be forwarded to the AEESP Board for approval.