

BTI

#### Reviewer Recusal Guidelines:

In general, the term “conflict of interest” refers to financial or other personal considerations that may compromise a reviewer’s professional judgment in administration, management, instruction, research, or other professional activities. Conflicts of interest have the potential to bias, directly or indirectly, important aspects of the review and attendant recommendations.

There are additional circumstances in which recusal is necessary. The need for recusal may arise from the nature of academic review, the structure of the review process, and the importance to the campus of maintaining the integrity of the review of the proposals.

Reviewers must recuse themselves in the following circumstances:

- The reviewer is the dean of one of the schools from which the proposal derives.
- The reviewer has, or has had, a family relationship with an author of the proposal, such as that of a current or former significant other, partner, spouse, child, sibling, or parent.
- The reviewer has, or has had, a sexual relationship with an author of the proposal.
- The reviewer has, or has had, a personal financial interest in the outcome of the proposal.
- The reviewer has, or has had, a formal, significant mentor/mentee relationship with an author of the proposal.
- The reviewer believes that their recusal is necessary to preserve the integrity of the review process.

In carrying out their work, reviewers are expected to rely on their academic expertise, experience, and judgment. Having professional disagreements or differences of opinion do not constitute a basis for recusal. Indeed, reviewers, like all members of the academic community, are expected to understand the standards of their disciplines and to judge the work of others in light of these standards.

In “grey areas” where a reviewer is uncertain regarding recusal, they are expected to disclose the potential grounds for recusal to the Acting Vice Provost for Academic Planning and Institutional Research, Valerie Jenness, so she can advise whether the reviewer should recuse. In making a determination regarding recusal in grey areas, the Acting Vice Provost for Academic Planning and Institutional Research will take into account the fact that, by design, each reviewer brings valuable and unique expertise to the review process.