Process for Managing Conflicts of Interest (COI) in Hiring for Mechanical Engineering:

A person who has a COI with an applicant should:

1. **Step down from the search committee,** if feasible (university policy),

2. **Recuse him/herself from discussions** of the candidate in:
    a. Search committee meetings, (if stepping down is not feasible),
    b. Faculty (or staff) discussions of hiring discussions,
    c. Any other discussions about the candidate outside these contexts.

3. **Abstain from feedback, ranking, or votes** pertaining to the hire.

Examples of conflict of interest in hiring (although other COI situations may occur):
- In faculty hiring: an applicant is a current or former:
    o Advisee/mentee of a current faculty member.
    o Post doc for a current faculty member.
    o Spouse/immediate family member*of a current faculty member.
    o Close collaborator of a current faculty member.
- In staff hiring: a relative of a member of that staff search committee applies the search.
- Other conflicts of interest are possible; they can be positive or negative.

*   In accordance with **Board of Regents policy**, immediate family member is defined as parent, child, sibling, first cousin, uncle, aunt, nephew, niece, current or former spouse, brother or sister-in-law, father or mother-in-law, son or daughter-in-law, step-parent, step-child, or domestic partner.

Other notes:
- The search committee should look for potential COIs during review of the candidates, and bring potential COIs to the department chair's attention (regardless of whether they are judged to be significant).

- An employee can recommend or encourage a person with whom they have a COI to apply to a search, but once they have applied, the guidelines above become relevant.

ISU policy and processes relating to conflicts of interest in hiring:

- Disclosure of Conflicts   http://www.policy.iastate.edu/policy/conflict#Disclosure

It is the responsibility of every university employee covered by this policy to fully disclose the nature and degree of conflicts of interest and conflicts of commitment, as defined above.

- What should the employee do?

https://www-provost.sws.iastate.edu/faculty-and-staff-resources/coic/examples/nepotism
The employee should step down from the committee, or, at a minimum, recuse him/herself from the hiring decision.