

Conflict of Interest Guidelines: Fellowship and Award Nominations

Committee Members

Committee members must declare any conflict of interest (both real or perceived), at the earliest opportunity to both the Committee Chair and National Office.

Where a direct conflict of interest with a candidate exists, the committee member must abstain from ranking, scoring or voting for the candidate during committee deliberations.

A committee member who has an indirect or potential conflict of interest must declare the conflict to the Committee Chair, who is responsible for determining whether or not the conflict is sufficiently material as to require the member to abstain from deliberation.

Independent Assessors

Independent assessors in the Fellowship election process must not have a direct conflict of interest with the candidate. Where an indirect conflict, or the potential for a perceived conflict of interest exists, assessors should note this in their assessment report.

Definitions

A direct conflict of interest of a Committee member or independent assessor with a candidate can occur for a number of reasons including, but not limited to, if they:

- a. have, or have had, a close personal relationship (including enmity) with the candidate;
- b. have a professional research relationship with the candidate including:
 - i) are applying for/negotiating/hold/have held within the past two years funding conjointly with the candidate;
 - ii) have been a collaborator or co-author with the candidate on a research output published or presented within the past four years;
 - iii) have been a co-editor with the candidate of a book, journal, compendium, or conference proceedings within the past two years;
 - iv) have been a direct supervisor of the candidate within the past five years;
- c. have been employed by the same organisation and in the same department/centre/school/faculty/college as the candidate within the past two years;
- d. are a nominator or seconder of the candidate's Fellowship or award nomination.

Committee members and independent assessors may have an indirect or potential conflict of interest with a candidate if any of the following apply:

- a. they have ever had any of the professional research relationships listed in 'b' above at any time in the past; or

- b. they have been employed by the same organisation as the candidate within the past two years, but not in the same department/centre/school/faculty/college as the candidate.

Other real or perceived conflicts of interest may arise from a personal or professional relationship with a candidate, which may throw into question an individual's ability to fairly and independently judge their nomination. In this circumstance, they may seek clarification from the Committee Chair. Where the Chair of the Committee has a potential conflict, clarification may be sought from the President of the Academy.