

TERMS OF REFERENCE – UNIVERSITY CONFLICT OF INTEREST COMMITTEE

Authority

The University Conflict of Interest Committee is established under the authority of the Vice Presidents' Council for the purposes of assessing conflict of interest disclosures, determining whether the conflict can be managed or must be disallowed and where applicable developing plans for managing conflict of interest. This Committee addresses situations for areas of the University other than the Marine Institute, which has a Marine Institute Conflict of Interest Sub-Committee.

Mandate

- Provide guidance and advice to the University community in the area of conflict of interest
- Assess conflict of interest disclosures
- Determine whether the conflict can be managed or must be disallowed
- Establish plans for managing disclosed and assessed conflicts of interest
- Monitor the implementation of such plans
- Oversee and implement University-wide education and awareness on conflict of interest
- Provide a monthly report to the Vice Presidents' Council on the decisions made respecting conflict of interest

Operations

The University COI Committee will meet regularly as Conflict of Interest Disclosure forms are received.

In assessing and making decisions regarding managing conflicts of interest and without limiting the discretion of the Committee assessing a disclosure to consider all relevant factors, the Committee will consider the factors as outlined in Section 2 of the [Procedure for Handling Conflicts of Interest](#).

Members of the University COI Committee will treat as confidential any disclosures made under the Conflict of Interest policy and any and all related documentation and decisions.

The Chair of the University COI Committee will collect the records and documents of the Committee's work and will ensure that such records and documents are managed in the Office of the President.

Membership

- An Associate Vice-President (Academic)
- Director, Office of the Vice-President (Administration & Finance)
- Associate Vice-President (Research)
- An Associate Vice-President, Grenfell Campus
- Associate Vice-President (Marine Institute) Academic and Student Affairs

The Chair will be appointed by the Vice Presidents' Council from the Membership of the Committee for a term of three years.

Decisions

- The decisions of the University Conflict of Interest Committee shall be communicated to the Member and the Unit Head in writing
- The Committee may seek advice, as appropriate.