

Conflict of Interest Policy (COI) for Award and Selection Committees (ACS PMSE Division)

1. Purpose

The purpose of this policy is to ensure integrity, fairness, and transparency in award selection processes by preventing actual, potential, or perceived conflicts of interest among award and selection committee members.

2. Definition of Conflict of Interest

A conflict of interest arises when an award or selection committee member has a personal, professional, or financial interest that could compromise or be perceived as compromising their ability to make impartial decisions regarding award recipients. Such conflicts may include, but are not limited to:

- A family relationship with a nominee.
- A professional relationship (colleague at same institution, close collaborator, nominator or letter writer for the award being considered, mentor, past or present supervisor, or subordinate) with a nominee.
- A financial interest in the success of a nominee or their affiliated organization.
- A situation where a committee member is nominated for the award or has a direct stake in the outcome.

3. Disclosure of Conflicts

- All award committee members and award selection committee members must disclose any actual, potential, or perceived conflicts of interest as soon as they arise or are recognized. Award committee members and award selection committee members will acknowledge the COI policy in writing prior to participating in the awardee selection process.
- Disclosures should be made in writing to the committee chair or to the PMSE officers.
- Failure to disclose a conflict of interest may result in removal from the committee and compromises the integrity of the award selection process.

4. Management of Conflicts

- A member with a conflict of interest must recuse themselves from discussions and voting related to the nominee in question.
- In cases of significant conflict, the committee chair may require the member to step aside from the entire selection process.
- If multiple members have conflicts that could undermine the integrity of the selection process, the committee may seek external review or appoint substitute members.

5. Confidentiality and Integrity

- Committee members must maintain confidentiality regarding nominee evaluations and deliberations.
- Members should not discuss award decisions with nominees, their affiliates, or other individuals who are not part of the committee.

6. Annual Review and Acknowledgment

- This policy will be reviewed annually by the PMSE Fair Practices Committee and the PMSE officers and updated as necessary to reflect best practices.
- All committee members must acknowledge in writing their understanding and commitment to abide by this policy.

By adhering to this policy, the award committee ensures a fair and credible selection process that upholds the highest standards of ethics and professionalism.