Top Five Issues and What To Do: *(in no specific order)*

1) On a advisory board for a company whose interests are related to their research:
- discloses what paid and how, for example stock options and how they may be valued
- explains where and when their board work is disclosed
- does not provide the company with any early or exclusive access to the results of their research
- protects students including graduate students from pressure on their studies, research and academic freedom that might come from this work
- makes clear who any creations and discoveries that come from this work belong to and, as needed, reports this information to the UILO
- does not accept any funding for research or clinical projects from any of the companies for which they are an advisor
- explains to the board that should any matter of direct consequence to UBC be discussed at the Board that they would recuse myself from such matters (and then do so)

2) Financial Interest in a company whose interests are related to their research:
- See all above points under "On a advisory board for a company"
The ideal is:
XYZ Company operates at arm's length from UBC, from my personal research conducted within UBC, and from other members of faculty at UBC, and there is no relationship between these parties or activities. In order to strictly avoid conflict of interest, I ensure that XYZ Company does not conduct research at UBC related to my professional, clinical or academic responsibilities; I do not participate as an investigator nor do I enter patients/subjects in any studies undertaken by XYZ Company and XYZ Company does not compete with UBC in the field of my research. At present I anticipate no conflict of interest between my responsibilities to UBC and those to the corporation. If at a future time a conflict of interest should arise, I will cite the conflict and recuse myself from influence. Should this prove difficult or complex, I will immediately discuss this with my Department Head to seek advice and guidance. In concordance with UBC requirements, all conflicts will be described to the Ethics committee when proposals are submitted for research conducted at UBC, to the journal when manuscripts are submitted for publication, and during presentations at academic symposia.

3) A faculty member wants to hire their spouse to work for them.
Both Faculty Relations and the Office of the University Counsel will recommend you say "no" to a request to hire a spouse.
A Head is not required to agree to hire a spouse.

If a spouse is hired, the declaration would include:
- the faculty member did not take part in the hiring of their spouse and the hiring was done by someone senior to the faculty member.
- something like "I will not be setting my spouse's work schedule or assigning any duties, this will be done by Dr.P. My spouse will report to Dr. P. only, and not to me, even though s/he will be working on a research project involving collaboration between my lab and the lab of Dr.P."
- an explanation of how students and graduate students are impacted by and protected from the hiring of a spouse. For example, students meet with Dr.P. twice a year to talk about the impact of working with a faculty member and spouse.

What the Faculty Agreement says: Article 6. Policy Respecting Faculty with Familial Ties

6.01 It is the policy of the University to treat all individuals equally with respect to appointment, salary, benefits, and rank. No bar to appointment or promotion will be offered because of familial ties. Before employing a member of the immediate family of the Head or any other member of the Department in any capacity, however, the Head shall bring the case to the attention of the Dean of the Faculty and the President in writing. Similarly, a Dean wishing to employ a member of his or her immediate family in any capacity shall inform the President in writing.

6.02 Administrators or faculty members must not take part in formal discussion or voting on the appointment, reappointment, tenure or promotion of persons related to them.

4) A nephew/niece/close family friend must take the faculty member's course

Two key issues:

1) the integrity of grades

- "Blind" grade all exams and papers. The cover page of each only shows student id number. If there are concerns someone will recognize a student number, have a 3rd party receive all papers/exams and cover all identifying information with heavy paper. Return papers/exams to them after marking and they remove the cover and distribute grades.
- Split grading of any exams/papers. Faculty member does half of the class and someone else grades the other half such as a TA or another professor. This may mean that this class has a TA only for this year/term.
- If group work or class work is what is graded, have a TA (or TAs depending on the size of the class) and assign the niece/nephew to a group the faculty member does not evaluate. Give TAs clear direction.

2) classroom experience for the person the faculty member knows and others in the class. Some ideas:

The issue of classroom interaction is harder as the person known to the faculty member may feel shy or other students may feel the faculty member is being too hard or too easy on them. Consider a appointing a neutral 3rd party that students are encouraged to go to if in-class experience feels like it is compromising their learning. If this feels too much right now, consider discussing it, agreeing who it will be and having such a person ready should they be needed.

As well, encourage the student to discuss this issue with Advising in their faculty as they may have ideas.

5) A faculty member wants to hire a student to babysit for them

Say "no". Remember: you do not have to say "yes" as a supervisor or manager. Any decision about a conflict must be balanced against UBC's needs and concerns.

For Help

With Conflict of Interest or Conflict of Commitment questions, please contact Christine Hjorleifson, Conflict of Interest Administrator at 604-822-8623 or christine.hjorleifson@ubc.ca

While working in RISe, contact risesupport@ors.ubc.ca or 604-878-7473 and press 0.