CONFLICT OF INTEREST POLICY STATEMENT FOR INTERVIEWERS

In the interest of administering consistent and unbiased selection practices, applicant interviewers at Upstate Medical University should not be influenced by external stakeholders with outside interests or internal constituents, such as other faculty, employees, alumni, donors, or administrators not selected to interview applicants. Interviewers have an ongoing obligation to self-report any new conflict(s) of interest which might arise or become evident during the course of the admissions year. This statement does not apply to programs that do not conduct interviews.

Individual department or college policies related to admissions conflicts of interest must not contradict this policy.

REASONS FOR POLICY:
It is of the utmost importance that the recruitment, evaluation, and matriculation of applicants to Upstate Medical University be fair, consistent and free of bias.

CONFLICT OF INTEREST PROCEDURE(S) FOR INTERVIEWERS

An interviewer must recuse themselves from interviewing candidates where there is a conflict of interest.

Conflicts may arise from relationships that include but are not limited to:
- Family members (genetic or by marriage)
  - Friend of the family (including children's friends or classmates)
  - Anyone with a business relationship with the interviewer or their family
  - Interest in the outcome other than the recruitment of the most qualified applicants
  - Previous advising or mentorship

Content of interview details must be held in strict confidence and not discussed other than with members of the Admissions Committee.

Each year Interviewers must sign an affirmation indicating that they will abide by this policy as a member of the Admissions Committee.

CONFLICT OF INTEREST POLICY STATEMENT FOR ADMISSIONS COMMITTEE MEMBERS

In the interest of administering consistent and unbiased selection practices, members of Admissions Committees at Upstate Medical University shall not be influenced by external stakeholders with outside interests or internal constituents, such as other faculty, employees, alumni, donors, or administrators not on the Admissions Committee. Admissions Committee members have an ongoing obligation to self-report any new conflict(s) of interest which might arise or become evident during the course of the admissions year.

Individual department or college policies related to admissions conflicts of interest must not contradict this policy.

REASONS FOR POLICY:
It is of the utmost importance that the recruitment, evaluation, and matriculation of applicants to Upstate Medical University be fair, consistent and free of bias.
CONFLICT OF INTEREST PROCEDURE(S) FOR ADMISSIONS COMMITTEE MEMBERS

A member of the Admissions Committee must disclose any relationship or knowledge of the applicant to the admissions committee prior to reviewing the application. If a conflict of interest is determined to be present, the member must recuse themselves from discussing or voting on a candidate where there is a conflict of interest.

Conflicts may arise from relationships that include but are not limited to:
- Family members (genetic or by marriage)
  Friend of the family (including children’s friends or classmates)
  Anyone with a business relationship with the Committee member or their family
  Interest in the outcome other than the recruitment of the most qualified applicants
  Previous advising or mentorship

Admissions Committee members who have immediate family members applying to Upstate Medical University must withdraw from the Admissions Committee for that calendar year.

Content of all application materials, details of the review including summaries and interview reports will be held in strict confidence and not discussed other than with other Admissions Committee members.

Each year Admissions Committee Members must sign an affirmation indicating that they will abide by this policy as a member of the Admissions Committee.

CONFLICT OF INTEREST POLICY STATEMENT FOR ADVOCATES OF APPLICANTS
Including senior administrators, employees, faculty, alumni, donors, and other friends of Upstate

Final decisions about whether an applicant will be offered admission is the responsibility of the Admissions Committee of the individual programs. No one, including administrators or government officials, may override that decision.

It is natural for administrators, employees, faculty, alumni, donors and other friends of Upstate to have an occasional family member or close friend for whom they would like to advocate in the admissions process and about whom they would like to secure information. Advocacy for any applicant is welcome in the form of an email, letter or a phone call to the Associate Dean of Admissions and Financial Aid (welchj@upstate.edu.) However, requests for exception to policy or procedure, or anything other than a statement about the applicant’s worthiness is not permitted, including any undue pressure, coercion, or implied or actual retaliation if there is not positive response to the request. There is no special consideration given to family or friends of the above individuals in the admissions process. No information about the content, strength of the application or the status of the applicant in the decision-making process may be shared with those who advocate for or inquire about the status of an applicant.

The Admissions Office does offer pre-admission advisement to all interested individuals for all programs. Information can be found at http://www.upstate.edu/prospective/basics/preadmission.php.

Please see all other Admissions policies for related information.

RESPONSIBILITIES

Student policies and their effectiveness are reviewed annually as the Student Handbook is updated.