

**SUNY UPSTATE MEDICAL UNIVERSITY  
COLLEGE OF HEALTH PROFESSIONS  
APPLICANT INTERVIEWER**

**CONFLICT OF INTEREST AFFIRMATION**

**POLICY STATEMENT:** In the interest of administering consistent and unbiased selection practices, applicant interviewers for the Physician Assistant Program at Upstate Medical University are not influenced by external stakeholders with outside interests or internal constituents, such as other faculty 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.

It is of the utmost importance that the recruitment, evaluation, and matriculation of applicants to the College of Health Professions at Upstate Medical University be fair, consistent and free of bias.

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
- A student the Interviewer member may have mentored in a significant capacity

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

If you are unsure about the existence of a conflict of interest regarding an applicant, please discuss your concern with the Associate Dean of Admissions and Financial Aid.

Failure to comply with this Policy may result in losing the opportunity to interview candidates in the future and/or further action deemed appropriate by the Dean of the College of Medicine.