



CONFLICT OF INTEREST
POLICIES AND PROCEDURES

2020

Revised 7/15/2020

AIJS CONFLICT OF INTEREST POLICY

The AIJS Conflict of Interest policy is designed to avoid actual conflicts, potential conflicts and even the appearance of conflicts of interest in the agency decisions. AIJS conflict of interest policies are relevant to members of the Executive Accreditation Council including Public Members, Site Visit Team chairmen, Site Visit Team members, Members of an Appeals Panel, Members of the AIJS Administrative Staff, Agency representatives and Consultants.

AIJS will not assign any individual as Chairman of a site visit, site team member, reviewer or Appeals Panel Member if the individual is an alumnus of the institution, employee of the institution, a candidate for employment within the recent year, or has been employed by the institution within the past five years, belongs to the governing body of that institution or has belonged to the governing body in the past five years, has a personal, consulting or business relationship with the institution under review that could affect his or her objectivity, or has had a personal, consulting or business relationship with the institution under review, has a material interest in a positive accreditation outcome, has a close relative who is an employee of the institution, board member, current candidate for employment, a student at the institution or is an alumnus of the institution. A close relative includes a spouse, parents, guardian, siblings, or children of the individual or their spouse.

AIJS Staff liaisons will not be assigned to any institutions where they have ever been enrolled as a student, been employed or actively been a part of or are presently being considered for employment.

AIJS employees, EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, Agency representatives and Consultants to AIJS may not accept gifts or gratuities over ten dollars, awards, honors or honorary degrees from an institution during the period of their employment/service at AIJS. AIJS employees and agency representatives may not serve as consultants to member or applicant institutions. AIJS employees and agency representatives may not serve as a participating “voting” member of an assessment visit team; AIJS staff may accompany such

teams and review such documents. At visits following actions of warning, probation, or show cause, an AIJS staff member may not serve as the sole evaluator.

Further, the names and affiliations of prospective site visit teams will be conveyed to an institution in advance of the visit, in order to allow the institution the opportunity to identify any conflict of interest, actual or perceived.

EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, AIJS staff, Agency Representatives and Consultants must sign a conflict of interest form, indicating that he/she is aware of the agency's conflict of interest policies and will act accordingly.

The Chairman of the EAC, at his or her discretion, may disqualify a member of the EAC from participating in an accreditation decision for a perceived conflict of interest.

AIJS CONFLICT OF INTEREST PROCEDURES

As stated in the section for Requirements for Selection of EAC Members, any EAC member approved by the EAC must meet the requirements of the AIJS Conflict of Interest Policy that appears below and must attest that he/she will adhere to the AIJS Conflict of Interest Policy by signing a conflict of interest form prior to serving as an EAC member. AIJS staff members receive notification from the EAC following an EAC meeting at which EAC members are nominated and follow through with securing the Conflict of Interest Form.

Any public member nominated to the EAC must sign an Affidavit for Public Members in addition to the AIJS Conflict of Interest Form prior to serving as a public member. AIJS staff members receive notification from the EAC following an EAC meeting at which EAC public members are nominated and follow through with securing the Affidavit for Public members as well as the Conflict of Interest Form.

In addition to EAC members, any site visit team members, members of an appeals panel, members of the AIJS administrative staff, agency representatives and consultants must adhere to the AIJS Conflict of Interest Policy. AIJS has instituted the following procedures to ensure that AIJS conflict of interest requirements are met.

Potential site visitors, potential members of an appeals panel, potential employees of AIJS administrative staff, agency representatives and consultants are given a copy of the AIJS Conflict of Interest Policy to read and review. He/she is then given the signed conflict of interest form to sign and return to AIJS prior to the start of his/her duties or responsibilities at AIJS.

AIJS maintains a file that contains all of the conflict of interest forms that have been signed and returned to AIJS to ensure that each EAC member, site visit team member, member of an appeals panel, member of the AIJS administrative staff, agency representative and consultant has completed the required form. AIJS staff members review the file that contains the conflict of interest forms periodically and compares the list of forms contained in the file to the list of EAC members and EAC nominees to ensure that all forms have been obtained. Public member affidavits are likewise kept on file and the file is periodically reviewed.



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CONFLICT OF INTEREST FORM

I hereby subscribe to the AIJS conflict of interest policy that follows:

The AIJS Conflict of Interest policy is designed to avoid actual conflicts, potential conflicts and even the appearance of conflicts of interest in the agency decisions. AIJS conflict of interest policies are relevant to officer of the agency, members of the Executive Accrediting Council including Public Members, Site Visit Team chairmen, Site Visit Team members, Members of an Appeals Panel, Members of the AIJS Administrative Staff, Agency representatives and Consultants.

AIJS will not assign any individual as Chairman of a site visit, site team member, reviewer or Appeals Panel Member if the individual is an alumnus of the institution, employee of the institution, a candidate for employment within the recent year, or has been employed by the institution within the past five years, belongs to the governing body of that institution or has belonged to the governing body in the past five years, has a personal, consulting or business relationship with the institution under review that could affect his or her objectivity, or has had a personal, consulting or business relationship with the institution under review, has a material interest in a positive accreditation outcome, has a close relative** who is an employee of the institution, board member, current candidate for employment, a student at the institution or is an alumnus of the institution.

AIJS Staff liaisons will not be assigned to any institutions where they have ever been enrolled as a student, been employed or actively been a part of or are presently being considered for employment.

AIJS officer, AIJS employees, EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, Agency representatives and Consultants to AIJS may not accept awards, honors or honorary degrees from an institution during the period of their employment/service at AIJS. AIJS employees and agency representatives may not serve as consultants to member or applicant institutions. AIJS employees and agency representatives may not serve as a participating “voting” member of an assessment visit team; AIJS staff may accompany such teams and review such documents. At visits following actions of

warning, probation, or show cause an AIJS staff member may not serve as the sole evaluator. EAC members may not serve as participating members of a site team.

**A close relative includes a spouse, parents, guardian, siblings, or children of the individual or their spouse.

Further, the names and affiliations of prospective site visit teams will be conveyed to an applicant institution in advance of the visit, in order to allow the applicant the opportunity to identify any conflict of interest, actual or perceived.

AIJS officers, EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, AIJS staff, Agency Representatives and Consultants must sign an affidavit indicating that they are aware of the agency's conflict of interest policies and will act accordingly.

The Chairman of the EAC, at his or her discretion, may disqualify a member of the EAC from participating in the accreditation decision for perceived conflict of interest.

Signature: _____

Print Name: _____

Date: _____