

Standards of Conduct, Confidentiality Agreement and Conflict of Interest Disclosure Form

2023-24 WSCUC Fiscal Year

For Commissioners, Officers, Committee Members and Staff

Commission members, Commission Committee members, review team members, professional staff, and other representatives (e.g., consultants) of the Commission shall behave with the highest level of integrity and professional ethics while conducting any activity on behalf of the Commission. Volunteers, staff, and representatives must abide by appropriate and ethical standards of conduct to ensure that evaluations and the work of the Commission are carried out honestly, fairly, respectfully, and with the goal of assuring the public good.

- **Conduct:** Volunteers, staff, and representatives shall conduct themselves professionally. They shall show courtesy and respect to all institutional representatives, members of the public, fellow peers, Commissioners, and Commission staff, without regard to race, ethnicity, national origin, disability, or sexual orientation or identity. The Commission has a zero-tolerance policy for instances of unprofessional or unethical conduct, or any form of harassment.
- **Confidentiality:** Volunteers, staff, and representatives shall safeguard the confidentiality of all information reviewed and the confidences of all parties interviewed while conducting Commission business. They shall not discuss the process or results of the activity in which they are engaged except with fellow volunteers, staff, and representatives engaged in the same activity. All matters related to an institution's review – whether at the committee, team, or Commission level – shall be held in strictest confidence. Confidentiality survives the time of the review and continues in perpetuity.
- **Institutional Materials:** Volunteers, staff, and representatives agree to keep institutional materials confidential. Acquisition of institutional materials for non-Commission-related use is prohibited, unless explicit and written institutional permission is obtained first. Following a Commission action, volunteers agree to destroy all information pertaining to an institution in accordance with the Accreditation Records Retention Policy.
- **Objectivity:** Volunteers, staff, and representatives must be fair-minded when evaluating institutions and must be able to render impartial and objective decisions. They shall only evaluate institutions on the basis of the Commission's explicitly articulated standards.
- **Offers of Gifts:** Institutions are discouraged from providing gifts, unless nominal in value, and volunteers, staff, and representatives are asked not to accept gifts, unless nominal in nature, in order to avoid any inferred conflict of interest.

- **Future Relationships:** Volunteers, staff, and representatives shall never use the review process for their personal gain. They shall refrain from employment with or consulting for the institution being reviewed for one year following the Commission's action related to the review. They shall refrain from seeking to hire any employee of the institution under review.

Conflict of Interest

Commissioners, officers, committee members, and staff have a continuing obligation to disclose any actual or potential conflict of interest with respect to any transaction, relationship or interest that affects or may affect the Commission or the individual's involvement in its work and decisions. WSCUC's governing Conflict of Interest Policy can be found here: <https://wascsenior.box.com/s/9bedihxju7jyayi00pb7>.

In addition to submitting the attached **Conflict of Interest Disclosure Form**, individuals must reveal any potential conflict of interest that arises after the submission of this form. Each subsequent disclosure must describe the nature of the real, perceived, or potential conflict of interest and all facts known relating to the subject matter.

Disclosures:

The following relationships between Commissioners, Committee members, panel members or staff and organizations outside WSCUC should be disclosed to the Commission. Involvement with an organization in the following circumstances extends to the individual's spouse/partner, dependents, and household members, and covers employment for the past 5 years and any other involvement during the past 12 months, whether or not the connection is still current.

Disclosure Form:

Please complete the attached **Conflict of Interest Disclosure Form** and **Attachment** (Chart B). If you have questions about completion of the form, or how to handle confidential or sensitive information, please contact President Jamienne Studley.

Standards of Conduct & Confidentiality

Conflict of Interest Disclosure Form

2023-24 WSCUC Fiscal Year

For Commissioners, Officers, Committee Members and Staff

Please provide all information requested, sign, date, and return to Commission Support Manager. Document may be submitted either with electronic signature, signed and scanned, or mailed.

A. Conflict of Interest

I, _____, have read the **WSCUC Conflict of Interest Policy** and state that:

_____ I do not have any relevant relationships, or financial or commercial interests to disclose **OR**

_____ I have disclosed, on Chart B (attached), all relevant relationships and financial and commercial interests including any that might be perceived by others as potentially influencing my objectivity in Commission activities in which I participate.

It is my understanding that this information will be retained in the files of the Commission and may be shared with the Commission's legal counsel and relevant Commission committees. I acknowledge that it is my responsibility to ensure that my disclosure information is current and complete and to update my disclosure throughout the year if my relevant relationships change.

B. Standards of Conduct and Confidentiality

I agree to abide by the Conduct, Confidentiality, and any other prescriptions as described in the foregoing.

Signature: _____

Name: _____

Title: _____

Date: _____

Conflict of Interest Disclosure Form Attachment

2023-24 WSCUC Fiscal Year (July 1-June 30)

Using the categories identified in **Chart A**, please complete **Chart B** to disclose any employment, financial or commercial interests, or other organizational relationships with for-profit companies, nonprofit organizations, and/or governmental agencies that might be perceived by others as potentially influencing your objectivity in any Commission activities in which you participate. Report for your interests and employment and those of your spouse/partner and dependents.

Please report any employment relations during the past 5 years, and any other relationship during the past 12 months, whether or not it is still in existence. Check all that apply for each organization listed. For Category #10, please identify the position held/fiduciary role.

CHART A

Categories of Financial and Commercial Interests and Relationships to Be Disclosed

Category	Description
1	Employment and salary or position funding (partial or full) or "in kind" support of program NOTE: Include any WSCUC accredited institution or one that is embarking on WSCUC eligibility, candidacy or initial accreditation that is your current place(s) of employment, from which you receive compensation, including pension, or where you have governance or voting role.
2	Consulting fees/honoraria including honoraria from a third party, gifts or in-kind compensation for consulting, lecturing, travel, scientific advisory board service, legal testimony or consultation, or other purpose.
3	Student at or graduate of an institution of higher education (identify degree and year)
4	Applicant for Employment
5	Officer, trustee, director, or any other fiduciary role (including institution or foundation boards), whether or not you receive remuneration for your service.
6	Equity interests/stock options (or entitlement to the same), including in a publicly traded or non-public company.
8	Royalty income or the right to receive future royalties.
9	Non-royalty payments or entitlements to payments in connection with activities that are not directly related to the reasonable costs of that activity.
10	Ownership/partnership/principal interests excluding mutual diversified funds.
11	Research grants from a financially interested company or funder (including submission/pendency of proposal)
12	Fellowship support
13	Received an award
14	Appointee to public office, commission or board
15	Intellectual property rights including patent or other intellectual property in a for-profit corporation.
16	Other financial benefit (please specify):
17	Other relationship (please specify)

Conflict of Interest Disclosure Form Attachment

2023-24 WSCUC Fiscal Year (July 1-June 30)

CHART B

Organizational Relationships, Financial and Commercial Interest Disclosures

Example

Category (From Chart A)	Name of Organization	None	Modest (<\$10,000)	Significant (>\$10,000)	Comments
1	Respected University, Somewhere, CA (<i>example</i>)			x	Provost (2012-present)
1	Impressive Art College, Big City, CA (<i>example</i>)			x	Daughter employed as President (2009-19)
5	Trustee, Small College (<i>example</i>)	x			Small College is a WSCUC candidate institution

Please complete the following for yourself only:

Category (From Chart A)	Name of Organization	None	Modest (<\$10,000)	Significant (>\$10,000)	Comments

Important: If you have multiple “modest” relationships with a single organization which, when cumulated, total more than \$10,000, please note that under “significant” in the last column above. Add pages as needed.

Please complete the following for spouse/partner and dependents:

Category (From Chart A)	Name of Organization	None	Modest (<\$10,000)	Significant (>\$10,000)	Comments

Important: If you have multiple “modest” relationships with a single organization which, when cumulated, total more than \$10,000, please note that under “significant” in the last column above. Add pages as needed.