



Conflict of Interest Guidelines for Academic Promotions Cases

Section 12.2 of the Academic Promotions Policy indicates that an External Assessor may not have a conflict of interest, and gives some examples of what may constitute a conflict of interest. The categories below, borrowed from a UCD document, are intended as an additional aid to candidates and Heads of School in selecting external assessors. The COI form that is sent to the External Assessors prior to an invitation to write a reference is also available on this website.

External Assessors with the following relationships with a candidate may be seen to have a conflict of interest:

1	Where the External Assessor has had a formal (paid or unpaid) affiliation with the candidate at University of Galway or elsewhere within the last 5 years e.g. is a former close colleague or associate of the School/Unit or is a past member of a School/Unit/Research Group.
2	Where a PhD or Postdoctoral Supervisory relationship has existed between the candidate and the External Assessor in either direction.
3	Where there has been close collaboration, including significant co-authorship, co-presentational, co-editorial activities (excluding co-membership of editorial boards) or mentorship between the candidate and the External Assessor (in either direction) within the last 5 years.
4	Where a close personal relationship e.g. friendship, business, professional partnership or family relationship, exists, or has existed, between the candidate and the External Assessor.
5	Where a known professional or personal conflict exists between the candidate and the External Assessor.
6	Where the External Assessor holds strong negative opinions on the work presented or research conducted by the candidate that could prevent her/him from providing a fair and balanced review of the candidate's application.

Adherence to these guidelines will help to safeguard the academic integrity, administrative effectiveness and strict impartiality of the Academic Promotions process.

Chair of the Academic Promotions Committee,
July 2021.