



**To:** Graduate Faculty, Academic Deans, Department Chairs  
**From:** Carl Mummert, Graduate Studies  
**Cc:** Scott Davis, Graduate Council Chair; Avi Mukherjee, Provost.  
**Date:** August 31, 2022  
**Subject:** **Procedure for conflicts of interest in thesis/dissertation committees**

In some cases, there may be a potential conflict of interest between a student and a member of the student's thesis/dissertation committee. Examples include family relationships, romantic relationships, employer/employee relationships, and other situations where a reasonable observer might suspect a conflict of interest.

If the inclusion of a faculty member on a thesis/dissertation committee would create a potential conflict of interest, the faculty member is responsible for notifying their chair (or COEPD program director) and academic dean promptly in writing. The chair/program director and dean will decide whether the faculty member may serve on the committee and on any measures that must be taken to address or mitigate the conflict of interest. The decision will be provided to the faculty member in writing.

References:

- Marshall BOG Policy AA-41, Individual Conflict of Interest in Research
- Marshall BOG Policy AA-44, Institutional Conflict of Interest in Research