

## Committee Member Expectations – Conflict of Interest in Employment Committee

- Committee work is confidential
- Monthly recurring meetings to review and discuss conflict of interest in employment submissions
  - Sporadic ad-hoc meetings to review and discuss time sensitive COIE submissions
- Committee members provide institutional approval or denial of proposed management plan submissions involving conflict of interest in employment
- MOU explaining committee members' responsibility and confidentiality expectations must be reviewed and signed by all members