

## **Council for Accreditation of Counseling and Related Educational Programs**

### **SITE TEAM MEMBERS CONFLICT OF INTEREST POLICY**

- 1) For purposes of this policy, a conflict of interest is defined as a circumstance in which an individual's capacity to make an impartial or unbiased accreditation decision may be affected because of prior, current, or anticipated instructional affiliation(s), other significant relationship(s) or association(s) with the institution under review.
- 2) In selecting site team members, CACREP avoids individuals who have or appear to have, a conflict of interest. CACREP also recognizes, however, that it is not possible to be aware of all circumstances where a conflict, or the appearance of conflict, may exist. Potential team members are expected to disclose possible conflicts or the appearance of conflict to CACREP staff at the earliest possible time.
- 3) Team members must decline to serve in the evaluation of a program where they have served as a consultant, paid or otherwise. CACREP also views as conflict of interest a team member's intent to use an institutional site visit as an opportunity to seek employment.
- 4) Other possible conflicts of interest include, but are not limited to a site team member who:
  - Is or was a student of or a candidate to a counseling program at the institution;
  - Has served as an employee or appointee of the institution;
  - Has a relative who is employed by or affiliated with the institution;
  - Has a personal relationship with any employee at the institution;
  - Has served as a self-study reviewer of a counseling program at the institution;
  - Has sought or has been offered a position at the institution;
  - Is or has been a member of the CACREP Board with any employee of the institution under review.
- 5) Conflicts of interest can be identified and should be reported by an institution/program employee, board member, other team member or CACREP staff person. An institution/program has the right to reject the assignment of any team member because of a possible conflict of interest.
- 6) After an accreditation decision, if it is discovered that a situation involving conflict of interest has, or may have, affected the outcome, the Chair of CACREP may place the accreditation decision on the CACREP board agenda for reconsideration.
- 7) A site team member who violates this policy is subject to dismissal as an accreditation team member.
- 8) Prior to the site visit, if a potential conflict of interest is identified, CACREP staff, in consultation with the team member and the program/institution, will determine if the team member should participate in the visit.
- 9) Prior to an accreditation decision, if a conflict of interest is identified, during or after a site visit, the team chair will consult with CACREP staff to determine appropriate action.

*Adopted January 2007*