

Policy Regarding Potential Conflicts of Interest in the Hiring of Research Assistants

1. The University generally discourages faculty from employing research assistants with whom they have a close personal relationship (familial or otherwise). However, it recognizes that there may be instances in which such highly qualified personnel are, in the view of an externally-funded principal investigator (PI), best suited to carrying out specific research tasks.
2. In such cases, it is the responsibility of the PI to proactively disclose to the Associate Vice-President (Research) their relationship with the proposed Research Assistant.
3. The Associate Vice-President (Research) will meet with the PI to discuss the research tasks to be performed and the qualifications of the proposed RA. To facilitate this meeting the AVPR will solicit documentation they deem necessary to reach a decision regarding the merit of the potential hire. Such documentation will include, at minimum i) RA outlining their qualifications for the position; iii) a written statement from the PI outlining any processes undertaken to fill this position with someone other than the proposed RA and providing a
4. The Associate Vice-President (Research) will endeavour to reach a decision within 10 business days.
5. The decision of the Associate Vice-President (Research) may be appealed to the Vice-President (Academic & Research) who will endeavor to review the file within 10 business days. The decision of the Vice-President (Academic & Research) is final.
6. If the request to hire the RA is granted, appropriate measures will be put in place to mitigate (the perception of) any conflict of interest. Such measures will include:
 - a) the Associate Vice-President (Research). The Vice-President (Academic & Research) will assume the -signing duties on such submissions.