**FORM 7**

**EXTERNAL REVIEWER CONFLICTS OF INTEREST**

**External reviewers for promotion should be free of potential or perceived conflicts of interest with the candidate being considered for Promotion. Some examples of conflicts of interest are listed as follows. This list is provided as a suggested set of guidelines- additional restrictions or considerations may be requested after consultation between a Department/Office and the Dean/Administration. This list was derived from the conflict of interest framework of the National Science Foundation.**

1. Affiliation conflicts to avoid
   1. Share current employment
   2. Consultant or advisor to Rowan
   3. Employed by Rowan in the previous 12 months
   4. Active application for employment at Rowan
   5. Holds an office, governing body, or committee at the institution
   6. Received an award, honorarium, or gift from Rowan in the last 12 months
   7. Has a financial relationship or interest with the candidate
2. Personal relationship conflicts to avoid
   1. Spouse, child, sibling, parent, or other family relationship with the candidate
   2. Business or Professional partnership
   3. Past or present association as thesis advisor or student
   4. Collaboration on a professional work in the last 48 months (includes grants, publications, reports, papers, creative works, or collaborations)
   5. Co-editorship of a professional work in the last 24 months
3. Other Affiliations or relationships to avoid
   1. Affiliation or relationship with spouse, parent, minor child, or other individual living in the candidate’s immediate household, legal partnership, or legal guardianship.
   2. Any other relationship, such as a close personal friendship, that might affect the judgement of the evaluator or be seen as doing so by a reasonable person familiar with the relationship

When Departments are vetting the list of potential external reviewers (three minimum) for consideration and selection by the Dean, they should verify to the best of their abilities that each candidate is free of the above conflicts of interest. If the Dean rejects an individual from the pool of potential external reviewers, the Dean should provide the rationale for rejection to the Department Committee/Chair and an alternative name should be provided.

**THIS FORM DOES NOT NEED TO BE INCLUDED IN THE PACKET AND IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY.**