

**AACSB INTERNATIONAL**  
**THE ASSOCIATION TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS**

Excerpt from  
**Policy Governance Manual**  
January 2010

**CODE OF CONDUCT AND  
CONFLICTS OF INTEREST POLICY**

**Introduction:** Mutual respect and integrity must characterize the interactions and activities of those who participate in all AACSB International discussions, decisions and actions, including but not limited to corporate governance, leadership and advocacy activities, and accreditation decisions. Acceptance to serve in a volunteer capacity on the AACSB Board of Directors, a standing committee, task force, peer review team, or other volunteer role or in an AACSB Management Council position or other managerial role constitutes an express agreement to conduct oneself in accordance with the highest standards of professional and moral integrity. In all circumstances, not only actual conflicts of interest, but also the appearance of conflicts of interest must be scrupulously avoided to assure the maintenance of the integrity of AACSB International. Furthermore, all individuals addressed in this document who find themselves in an actual, potential, or perceived conflicts of interest as described herein have the duty of disclosure that must be exercised as soon as a conflict becomes apparent. The remainder of this document provides guidance with regard to actual, potential or perceived conflicts of interest and their resolution should they arise.

**Scope:** This policy addresses actual, potential, and perceived conflicts of interest relative to the responsibilities of all persons acting on behalf of AACSB, including but not limited to members of the AACSB Board of Directors, all standing committees including the Accreditation Coordinating Committee, the Accreditation Quality Committee, the Accounting Accreditation Committee, Initial Accreditation Committee, Maintenance of Accreditation Committee, and the Pre-Accreditation Committee, Peer Review Team Members, Accreditation Appeal Panelists, Board appointed task forces, members of the AACSB Management Council, and staff members who have managerial responsibilities, as well as any other AACSB International sponsored or authorized activities.

**Policy:** A participant in any AACSB meeting or peer review team acting on behalf of AACSB, including but not limited to Board of Directors' meetings, committee meetings, or task force meetings, where an actual, potential, or perceived conflict of interest may arise must recuse him or herself from any and all involvement, discussions and/or votes relative to the issue or topic associated with the actual, potential, or perceived conflict of interest. Except with the express consent of the Chair, a person recused by virtue of an actual, potential, or perceived conflict of interest will absent him or herself from the proceedings.

**Conflicts of Interest:** Actual, potential, or perceived conflicts of interest may include, but are not limited to, the following:

- Within the past ten years, employment,<sup>1</sup> enrollment as a student,<sup>2</sup> or other service<sup>3</sup> in any capacity by an institution that is under review.

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<sup>1</sup> "Employment" includes any engagement by the institution, including consulting or contractual services, whether or not compensated by the institution itself.

<sup>2</sup> "Enrollment" includes any academic involvement whether or not for credit or leading to an academic credential of any kind.

<sup>3</sup> "Other service" includes serving as a board member, advisor, member of an advisory board or committee.

- Within the past three years, employment, enrollment as a student, or other service in any capacity by an institution that is part of the same multi-institutional system as the institution under review.
- Within the past year, employment, enrollment as a student, or other service in any capacity by an institution that is a competitor of the institution under review or that may otherwise have a material interest in the outcome of the actions regarding the institution under review.
- Within the past three years, employment, enrollment as a student, or other service capacity and direct involvement in the development, direct oversight, and continuing direct management of joint programs or other collaborative educational activities at an institution in cooperation with an the institution under review.
- Current employment by an institution that is in the same state or province as the institution under review. For institutions located outside the United States, a determination will be made in accordance with this policy with regard to actual, perceived, or potential conflicts of interest if the AACSB participant is employed by an institution located in the same country as the institution under review.
- Within the past year, having been a candidate for employment in any capacity or having applied for enrollment as a student with the institution under review.
- Immediate<sup>4</sup> family member(s) who is (are) a current employee(s), board member(s), candidate(s) for employment or admission to a degree program, or student(s) enrolled in a degree program, at the institution under review.
- Being an alumna or alumnus of the institution under review.
- Hosted a peer review team at my school that included a dean who will host a peer review team for which I am being considered.
- Having a financial interest in the institution under review, including but not limited to ownership of shares of stock in the institution or in any parent of the institution, excepting shares or interests held indirectly such as in mutual funds, insurance policies, or blind trusts. In addition, having any immediate family member(s) with any of the above financial interests.

The Chair of the Board of Directors, a standing committee, or task force, respectively, is responsible for determining if a conflict of interest exists when a volunteer in one of the roles described above requests a determination. If the Chair has a conflict of interest, the Vice Chair will provide the final determination. In cases where a participant voluntarily identifies an actual, potential, or perceived conflict of interest and absents him or herself from the deliberations and actions, these events will be recorded in writing as part of the meeting record and a copy filed with the executive office of AACSB. If a request for a determination of an actual, potential, or perceived conflict of interest is made to the Chair (or Vice Chair), such requests must be made in writing, and the determination by the Chair (or Vice Chair) is to be in writing, and both are to be filed with the executive office of the AACSB.

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<sup>4</sup> "Immediate family members" include spouses, siblings, children, grandchildren, parents, grandparents, and domestic partners.

An assertion by any third party of an actual, potential, or perceived conflict of interest in any matter will be referred to the affected individual who will be expected to provide a written explanation. Both the asserted conflict and the explanation will be considered by the Chair (or Vice Chair) for a determination as to the existence of a conflict of interest.

**Annual Confirmation:** Each person covered by this Policy, including but not limited to members of the Board of Directors, standing committees, task forces, and all AACSB managerial staff shall by July 1 of each year or by the commencement of the first meeting after July 1 of each year of the Board, committee, or task force, sign the statement set forth below acknowledging receipt and express agreement with the Code of Conduct and Conflicts of Interest Policy.

Exception of Annual Confirmation: Peer review team members and pre-accreditation mentors must sign the statement at the time of confirmation of the appointment as a condition of serving in these roles. The statement will cover a period that commences on the day of signature and expires on the day the assignment is completed and pertains only to the institution to be visited listed below.

**Statement of Agreement:** By my signature below, I acknowledge that:

- (a) I understand the mission of AACSB and agree to support the mission as it relates to the role I am assuming;
- (b) I have received, read and understand this Code of Conduct and Conflicts of Interest Policy; and
- (c) I agree to comply in all respects with this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Institution to be visited

Or \_\_\_\_\_  
Effective Dates

**Return to:   Office of Corporate Governance  
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