



# AMERICAN ACADEMY OF FORENSIC SCIENCES

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**FEPAC Form 5.6**  
**(On-Site Evaluator Conflict-Of-Interest)**

**Forensic Science Education Programs Accreditation Commission (FEPAC)**

## On-site Evaluator Conflict-of-Interest Form

Name of institution whose forensic science program is being reviewed for FEPAC accreditation:

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Dates of site visit:

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Conflict-of-Interest Statement by the On-site Evaluator:

*(This form is to be signed by the on-site evaluator and returned to the FEPAC office prior to beginning the on-site evaluation.)*

I have read and fully understand the FEPAC Conflict-of-Interest policy, as stated in section 4.4 of the FEPAC Policies & Procedures manual. (*FEPAC Policies & Procedures and Standards are posted to the AAFS web site* [[www.aafs.org](http://www.aafs.org)].)

I confirm that, to the best of my knowledge, there is no conflict or potential conflict of interest that would preclude me from participating in the on-site evaluation of the forensic science program offered by the institution named above and/or rendering a fair and impartial judgment regarding the compliance of that program with the FEPAC standards for accreditation.

I further confirm that I am aware of no circumstances that would create the perception of a conflict of interest due to my participation in this on-site evaluation.

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Signature of On-Site Evaluator

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Date

## **FEPAC Conflict-of-Interest Policy**

*(Reprinted from the FEPAC Policies & Procedures Manual)*

### **4.4 Conflict of Interest**

All individuals participating in the FEPAC accreditation process, including but not limited to on-site evaluators, Commissioners, consultants, FEPAC staff members, and anyone serving as a FEPAC representative, have an obligation to avoid real or perceived conflicts of interest in carrying out their accrediting responsibilities. A conflict of interest is defined as any relationship with a FEPAC-accredited program, or a program that is seeking FEPAC accreditation, that could interfere with the ability of the individual to exercise objectivity in the accreditation process. A perceived conflict of interest is any such relationship that could be perceived as interfering with the individual's ability to exercise objectivity. Circumstances that may create a real or perceived conflict of interest include, but are not limited to, situations in which an individual:

- \* Is employed by the institution that houses the program that is seeking, or already holds, FEPAC accreditation, or has a close relative (spouse, parent, child, or sibling) who is so employed,
- \* Is, or has been, a consultant to the program or the institution that houses the program, or has a close relative who is, or has been, such a consultant,
- \* Has a monetary or personal interest in the outcome of the accreditation decision regarding the program,
- \* Is a graduate of the institution that houses the program, or
- \* Has a close personal relationship with an individual or individuals involved with the institution or program.

An on-site evaluator must not accept appointment to a team evaluating a program if there is a real or perceived conflict of interest with that person's participation in the accreditation process. When accepting appointment to a team, an on-site evaluator must sign a conflict-of-interest statement attesting to the fact that he or she has no real or perceived conflict of interest with the program being reviewed.

A Commissioner who has a real or perceived conflict of interest with a program being reviewed must refrain from participating in the discussion and vote on that program, and the minutes of the Commission meeting must clearly reflect that the individual was recused from the vote. Once a year, all Commissioners must sign a conflict-of-interest statement identifying all programs for which they might have a real or perceived conflict of interest. The Chair of the Commission reminds Commissioners at the beginning of each meeting of their responsibilities to avoid all real and perceived conflicts of interest.