Appendix: Role, Appointment, and Evaluation of the Faculty Conflict of Interest Information Officer (FCOIIO)

1. Role of the FCOIIO

   A. Serves as an information resource to faculty and administrators on defining and addressing conflicts of interest, as defined in the policy (Paragraph 2).

   B. Prepares a model college procedure to be used in establishing conflict reporting mechanisms (Paragraph 4(a)).

   C. Convenes the Conflict Review Committee (CRC) and assists the CRC in its deliberations (Paragraph 6)

   D. Arranges preparation of a handbook incorporating a list of frequently asked questions explaining and interpreting the Policy in consultation with relevant administrators and appropriate faculty committees (Paragraph 12).

2. Appointment of the FCOIIO

   A. The FCOIIO shall be appointed, preferably from the tenured faculty of Michigan State University, by the President after consultation with a joint subcommittee of the University Graduate Council (UGC) and the University Committee on Faculty Affairs (UCFA).

   B. The FCOIIO shall report to the President and shall keep the Provost and VPRGS informed about implementation of the Policy and about educational and other activities of his/her office.

   C. Should the FCOIIO recuse himself/herself from FCOIIO duties with regard to a particular conflict of interest, the President shall appoint a replacement after consultation with the chairperson of the Academic Subcommittee of UGC.
3. Evaluation of FCOIIO

   A. The FCOIIO shall submit a report annually to the UGC describing progress on the implementation of the Policy, relevant consultations with college faculty and administrators, the caseload of and topics addressed by the CRC, and educational and other activities by the FCOIIO.

   B. The UGC shall evaluate the performance of the FCOIIO at intervals not to exceed five years pursuant to criteria established by the President, Provost, and VPRGS in consultation with the UGC. The UGC shall submit the results of this evaluation of the FCOIIO to the President, the Provost, and the VPRGS.

4. Nature of Appointment and Other Matters

   A. The FCOIIO shall serve at the pleasure of the President on a half-time basis for renewable terms of five years.

   B. The Office of the VPRGS shall provide the FCOIIO with administrative support.