



## **Accreditation Conflict of Interest and Reviewer Guidelines**

### **Conflict of Interest**

To ensure the integrity of the accreditation review process, accreditation reviewers must not have any real or perceived financial, institutional, or personal interest in the outcome of the accreditation review that would affect their ability to exercise objective and independent judgment on the merits of an accreditation application.

Prior to confirming your service as a reviewer, you will be asked to complete a *NACEP Accreditation Reviewer Agreement*. Your timely completion of this document will enable the Accreditation Committee Chair to determine whether you have a real or perceived conflict which will prevent your service on the particular review to which you have been invited.

Any prior, current, or prospective remuneration you have with an institution whose accreditation application you have been invited to review is likely to constitute a conflict which would make you ineligible to serve as a reviewer of that particular application. Likewise, you would be ineligible if your concurrent enrollment program serves high school students in the same state or local market as the institution whose application you have been asked to review. If you have a non-financial personal interest in or affiliation with an institution that might prevent you from acting objectively, or that could potentially cause you to be perceived as having a stake in the outcome of the review, please discuss the matter with the Accreditation Committee Chair. This could extend to unpaid collegial support of a peer institution if you have previously provided extensive mentoring or direct accreditation support to an institution whose application you have been asked to review.

Please note that the conflicts described on the Reviewer Agreement include any individual with whom the reviewer has a close family relationship, such as spouses, domestic partners, and dependent children.

If you provide fee-for-service consulting or other professional services to any concurrent enrollment program (other than the one in which you are employed), you may not serve as a NACEP accreditation reviewer due to a perceived conflict of interest, regardless of which programs you provide services to.

If you become aware of a potential conflict after you submit your completed *Reviewer Agreement*, please notify the Accreditation Committee Chair as quickly as possible.

### **Nonpublic Information**

Accreditation applications are submitted and reviewed in confidence by peer reviewers, the Accreditation Committee Chair, the Chair's designees, and the NACEP Board of Directors. Reviewers should not disclose the following information to persons not directly engaged in the application review, even after the Accreditation Committee and NACEP Board of Directors make their recommendations and final determinations:

1. the names of institutions undergoing accreditation review,
2. the nonpublic contents of accreditation applications,
3. the names of any Review Team members,
3. any Review Team discussions or communications about applications, and
4. the recommendations of Review Teams.

Nonpublic information is information that the reviewer gains by reason of reviewer service, and that the reviewer knows or reasonably should know has not been made available to the general public. A reviewer shall not use nonpublic information for personal gain, or for the personal gain of friends, relatives or any institution with which the reviewer is affiliated.

### **Misuse of Reviewer Position**

A reviewer shall not use the position for personal gain, for the endorsement of any product, service or enterprise, nor for the personal gain of friends, relatives or any institution with which the reviewer is affiliated. A reviewer shall not use reviewer status in a manner that could reasonably be construed to imply that NACEP sanctions or endorses other activities that the reviewer engages in. When teaching, speaking or writing in a personal capacity, the reviewer may refer to his or her reviewer service only as one of several biographical details when such information is given to identify the reviewer in connection with the teaching, speaking or writing.