



BOARD POLICY

Policy name: RIDA Recusal Policy

Short Summary: Assessors who have a personal or professional relationship with a candidate must step aside from the evaluation process. They must disclose any potential conflicts of interest promptly, allowing alternative arrangements to ensure a fair and unbiased assessment process.

Issue date: April 14, 2025.

Revision date: April 7, 2026.

Purpose:

To maintain the integrity, impartiality, and fairness of the assessment process by preventing conflicts of interest and ensuring unbiased evaluations.

Scope:

All Assessors involved in the Entrance Interview assessment process.

Procedures:

- 1. Disclosure:**

Assessors are required to promptly disclose any potential conflicts of interest, including personal or professional relationships with candidates, to the Registrar or designated authority. This should occur when interviews are being scheduled, the interview panel is being selected, and the candidate's name is identified to confirm no conflicts of interest. Recusals are necessary regarding family members or close relatives, close friends, former colleagues, or any other relationship that could potentially influence the interviewer's judgment.

- 2. Recusal Determination:**

The Registrar will review the disclosed information and determine whether recusal is necessary.

- 3. Alternative Arrangements:**

If recusal is deemed necessary, alternative arrangements will be made to ensure a fair and unbiased assessment of the candidate, such as assigning a different Assessor, reconstituting the interview panel, or rescheduling the interview.

- 4. Assessors will be provided a list of the candidates being scheduled for interviews so that they can identify if there are any conflicts requiring their recusal.**

Responsibilities:



- **Registrar:**
Responsible for receiving disclosures, determining the need for recusal, and making alternative arrangements. The Registrar makes the final decision on recusal.
- **Assessors:**
Responsible for promptly disclosing any potential conflicts of interest.

Communication:

1. **Policy Awareness:**
The recusal policy will be clearly communicated to all Assessors during training and onboarding.
2. **Confidentiality:**
Any disclosures made by Assessors will be treated with strict confidentiality.

Review and Revision:

1. **Annual Review:**
The recusal policy and its effectiveness will be reviewed annually to ensure its continued relevance and effectiveness.
2. **Policy Updates:**
Updates will be made as needed to reflect best practices and address any emerging issues.