

Kean University

## Kean Digital Learning Commons

---

Evidence Inventory

---

2021

### Kean University Recusal Template

Kean University

Follow this and additional works at: [https://digitalcommons.kean.edu/evidence\\_inventory](https://digitalcommons.kean.edu/evidence_inventory)

---

#### Recommended Citation

Kean University, "Kean University Recusal Template" (2021). *Evidence Inventory*. 282.  
[https://digitalcommons.kean.edu/evidence\\_inventory/282](https://digitalcommons.kean.edu/evidence_inventory/282)

This University Document is brought to you for free and open access by Kean Digital Learning Commons. It has been accepted for inclusion in Evidence Inventory by an authorized administrator of Kean Digital Learning Commons. For more information, please contact [learningcommons@kean.edu](mailto:learningcommons@kean.edu).

---

## Kean University Recusal Template

### **Abstract**

If there is a Conflict of Interest, or a perceived Conflict of Interest and a recusal is needed, the Ethics Liaison Officer (ELO) will create a recusal and have the employee sign and agree to the terms of the recusal. Once the recusal is signed by the employee and ELO, a copy then gets sent to the State Ethics Commission.

### **Keywords**

Standard II, recusal



# KEAN

## Recusal Statement: Conflict of Interest

Date:

To: Kelly Schlussfeld – Ethics Liaison Officer

From:

Re: Recusal – Conflict of Interest

Since it may be perceived that I have an actual or potential conflict of interest in matters affecting \_\_\_\_\_. I am recusing myself from all matters that may arise at Kean University involving \_\_\_\_\_, including but not limited to, any personnel, academic or administrative matter. Further, I am advising \_\_\_\_\_, \_\_\_\_\_ I will not participate in any matter involving \_\_\_\_\_.

By copy of this memorandum, I am requesting that \_\_\_\_\_ handle all such matters and ensure that I do not receive any communications on any matters affecting \_\_\_\_\_. I understand that this recusal will remain in effect until I inform you in writing that my conflict of interest involving \_\_\_\_\_, has ceased.

cc:

Employee Signature: \_\_\_\_\_

Recusal Action Approved: \_\_\_\_\_  
Kelly Schlussfeld, Kean University Ethics Liaison Officer

Date: \_\_\_\_\_