Dear colleagues,

Let me first thank you for having accepted to be part of the selection committee of the open Full/Associate Professor position in zzz and Prof. xxxx for taking the leading role in the committee. I look forward, as president of the commission, to working with you during this procedure in the weeks, months to come.

As a first item of our agenda, may I ask you to go through the list of candidates and check **rapidly** that you do **not** have **any** of the following “conflicts of interest” with the candidates.

1. relationship: parent or relative to the person to be evaluated or to the person seeking an award or funds (hereinafter "the person concerned"), in direct line or up to and including the third degree in collateral line,

2. private relationship: marriage, engagement, registered partnership, or married life,

3. close friendship with the person concerned: joint vacations, sponsorships, etc.

4. common property interests (real estate, patent, etc.)

5. direct or indirect financial link with the person concerned or with the subject of the commission's decision

6. any proven link that could lead to a biased attitude or judgment

If you were to be in such a situation with one (or more) candidate, please contact Prof. xxxx **immediately**.

With kind regards,

xyxy