



UNIVERSITY GUIDEBOOK

Subject: Conflicts of Interest

Developed by: Shirley A. Carpenter	Authorized by: Leslie H. Cochran
Title: Executive Director Human Resources	Title: President Date: December, 1997
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Policy: All employees are to avoid conflicts of interest and conflicts of commitment in the conduct of University business.

RESOLUTION NUMBER: YR 1998 16

Purpose: A conflict typically exists when financial or other personal considerations compromise or have the potential for or the appearance of compromising a person's objectivity in meeting University responsibilities, including research activities. These procedures are designed to ensure integrity in the conduct of University business.

Procedures:

1. Employees may not engage in activities that interfere with performing job duties and responsibilities at the University.
2. Employees are expected to avoid participating in decisions or actions on behalf of the University which may result in personal gain of the employees or the employees' families.
3. Employees are expected to avoid any situation which compromises job performance, loyalty, or stewardship to the University.
4. Employees are expected, as soon as possible, to disclose to their supervisors any of the following:
 - Any employment at the University in addition to primary employment (i.e., limited service teaching position, etc.);
 - Outside employment;
 - Other interests or activities that require commitments of time that may interfere with meeting University obligations;
 - Use of supplies, equipment, or university resources for non-University purposes;

- Receipt of gifts or entertainment, of more than nominal value, from suppliers of goods or services;
 - Receipt of gifts or entertainment, of more than nominal value, from persons associated or seeking association with the University; or
 - Use of confidential or privileged information acquired in the course of employment at the University for non-University purposes.
5. Supervisors will review the disclosed information to determine whether a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest exists. If the supervisor is uncertain as to whether a specific situation constitutes a conflict of interest, the supervisor shall consult with his or her immediate supervisor.
 6. If it is determined that a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest does exist, the supervisor and employee will together develop a written statement of action to manage, reduce, or eliminate the conflict situation. If the statement is mutually agreed upon, a copy will be submitted to the next highest level of authority.
 7. If the supervisor and employee cannot mutually agree upon a statement of action, the situation will be referred to the appropriate dean/executive director or vice president for final determination.
 8. Annually, all full-time faculty, department chairpersons, full-time professional administrative staff, and other employees authorized to sign for expenditures or involved in making purchases on behalf of the University are required to complete a "Conflict of Interest" form. The forms signed by professional/administrative staff are retained in the Office of Human Resources, and those completed by faculty and department chairpersons are retained in the appropriate college dean's office.
 9. Employees are under a continuing obligation to update information on this form should circumstances change.
 10. An employee unsure of the applicability of any of these procedures may consult with the Office of Human Resources.