

Reportable Outside Activity Process for Student Affairs Effective July 1, 2011

Conflict of Commitment & Conflict of Financial Commitment Policy Summary and Additional Information

New/Revised Policies:

Effective July 1st 2011, Purdue University has adopted new policies:

- **Conflicts of Commitment and Reportable Outside Activities** - Policy X.2.4 – (a copy can be found at http://www.purdue.edu/policies/pages/ethics/x_2_4.shtml)
- **Individual Financial Conflicts of Interest** - Policy X.2.3 - (a copy can be found at http://www.purdue.edu/policies/pages/ethics/x_2_3.shtml).

These **new policies replace** “Executive Memorandum C-1” and “Executive Memorandum C-39”.

Forms:

- **Transmittal page** (and instructions) for submitting Reportable Outside Activity for **Student Affairs** staff (**ATTACHED**).
- **Reportable Outside Activity Form** will replace the old Form 32A
http://www.purdue.edu/ethics/documents/ReportableOutsideActivityForm_001.pdf
- **Conflict of Interest Disclosure Statement** (aka Individual Financial Conflict of Interest) will replace Form C-1
<http://www.purdue.edu/ethics/documents/ConflictofInterestDisclosureStatement.pdf>
- *There is no longer a Form 35*

Basic Information re Reportable Outside Activity:

Who is required to submit the **Reportable Outside Activity Form**?

- All exempt university Employees, whether part-time or full-time, are required to submit a form before they engage in any Reportable Outside Activities.
- Nonexempt (clerical and service) staff members are required to submit a form only if they engage in a Reportable Outside Activity that interferes with their normal university duties.

What is considered a **Reportable Outside Activity**?

- Any work, advice or service for an entity other than Purdue University that may potentially result in a Conflict of Commitment.
- Examples of Reportable Outside Activities:
 - Participation in any business enterprise as owner, partner, officer, supervisor, manager or in any capacity with management responsibilities
 - Service as an officer, director, trustee or public representative of a professional association, educational institution, nonprofit organization, national commission or board, or foundation
 - Consulting (as defined in the policy)
 - Having responsibility for any course at, or representing oneself as a faculty member at, any other school or university
 - Conducting external research that would not ordinarily be conducted as a part of the employee’s duties with the university
 - Service on an advisory council or scientific advisory board of a company or organization other than a state or federal agency

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- Volunteer work that involves a commitment of time that may interfere with the employee's ability to fulfill his or her responsibilities to the university; volunteer work that takes place on Saturday or Sunday or outside of the regular business or instructional hours of the university generally will not pose a Conflict of Commitment
- For faculty and exempt employees, any other employment with or service to an outside entity where compensation in the form of money, services, goods or other consideration of value is received

What activities do NOT need to be approved on an Outside Activity Form?

- Attending or presenting at events sponsored by professional organizations or academic institutions, such as professional meetings, workshops, colloquia, symposia, seminars or training programs
- Visiting other sites in connection with accreditation, audits, sponsored project reviews or like activities
- Non-professional activities such as:
 - Volunteer work that does not interfere with the employee's ability to fulfill his or her responsibilities to the University
 - Hobbies or recreational activities
 - Religious activities

Basic Information re Financial Conflict of Interest:

Who is required to disclose their *Financial Interests*?

- All employees, wherever located and whether full-time or part-time, must disclose all known Financial Interests that he/she or a dependent has.

What is a *Financial Conflict of Interest*?

- A *Financial Conflict of Interest* occurs when an employee's Financial Interest compromises, or appears to compromise, his or her judgment or ability to carry out the professional responsibilities associated with his or her employment at Purdue.
- In general, a *Financial Conflict of Interest* arises when an employee is in a position to influence the University's business, research or decisions in ways that could lead directly or indirectly to financial gain for the employee or the employee's dependents, or could give an improper advantage to others to the detriment of the University.

Frequently Asked Questions (FAQs)

- **Conflicts of Commitment and Reportable Outside Activities** – FAQ's http://www.purdue.edu/ethics/coc_fags.html
- **Individual Financial Conflicts of Interest** – FAQ's http://www.purdue.edu/ethics/coi_fags.html

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COVER SHEET (TO ACCOMPANY UNIVERSITY FORM)

- Notes:**
- 1) Multiple outside employment and/or outside activities* can be reported on one form.
 - 2) When completing the Reportable Outside Activity Form, please indicate the time of the week/month the activity will occur (i.e., twice monthly on weekdays from 3 to 7 PM).
 - 3) *If during normal work hours also list how time used will be covered (i.e., vacation, shift work hours).*
 - 4) *Additional paperwork may be required if any of your activities potentially involve an individual financial conflict of interest. The policy and associated forms can be found at: http://www.purdue.edu/policies/pages/ethics/x_2_3.shtml.*
- *See attached documents for examples and other information

Part I - To be Completed by Employee

Employee Name:

Supervisor:

Part II - To be completed by the Employee's Supervisor:

I have reviewed the information provided in the attached Reportable Outside Activities Form and I recommend approval as follows:

- I recommend approval of all disclosed outside activities.
 I recommend approval of the following activities:

I do not recommend approval of the following activities:

Supervisor Signature

Date

Part III - To be Completed by the Employee's Department Head

I have reviewed the information provided in the attached Reportable Outside Activities Form and I recommend approval as follows:

- I recommend approval of all disclosed outside activities.
 I recommend approval of the following activities:

I do not recommend approval of the following activities:

Department Head Signature

Date

- Instructions:**
- 1) Student Affairs employees complete Part I, attach the Cover Page to their Reportable Outside Activities Form and submit the package for review to their corresponding Supervisor.
 - 2) Supervisor will complete Part II and send to Department Head.
 - 3) Fully signed/completed packet should be sent to the office of the VP for Student Affairs/SCHL.