

SUBJECT: Reporting a Potential Conflict of Interest or Conflict of Commitment	Effective Date: 9-29-08	Policy Number: 4-504.1	
	Supersedes: 4-504, 2-18-08	Page 1	Of 2
	Responsible Authority: Provost and Executive Vice President		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all UCF faculty members, Administrative and Professional staff, and University Support Personnel System employees.

POLICY STATEMENT:

As part of UCF's metropolitan research university mission, the university encourages its employees to participate in sponsored research, consulting, and other activities that may benefit the participants, UCF, and the public. In doing so, UCF employees are obligated to act in the best interest of the university and ensure that outside activities or outside financial interests do not interfere with their obligation to the university. When a situation arises that generates a potential conflict of interest or commitment, or the appearance of a conflict, the employee must report the activity. The disclosure form is subject to review by the employee's supervisor and other university personnel. Management of a potential conflict of interest or commitment is determined on a case-by-case basis. (See forms in the RELATED DOCUMENTS section).

DEFINITIONS:

Conflict of Interest. A divergence between an individual's private interests and his or her employment obligations to the university such that an independent observer may reasonably question whether the individual's actions or decisions are influenced or determined by considerations other than the best interest of the university. A conflict of interest depends on the situation and not on the character or actions of the individual. Examples may include, but are not limited to, ownership of more than a 5% interest in or more than 5% of the capital stock of a company doing business with the university; serving as an officer, director, or partner in a company doing business with the university; having a contractual relationship with a company doing business with the university; writing textbooks or producing instructional materials or software used in one's

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own classes at UCF and from which royalties are received; participating in activities that involve frequent or prolonged absences from the university on non-university business; engaging in activities that involve a substantial portion of the time an employee is expected to spend on assigned duties or university-related activities.

Conflict of Commitment. An employee's devotion of time to activities that adversely affect his or her capability to meet his or her primary university responsibilities. Examples may include but are not limited to outside employment, *pro bono* or volunteer work, and government service in the public interest.

Outside Activity or Employment. Any compensated or uncompensated secondary employment or activity, private practice, private consulting, teaching, research, or other activity that is not part of the employee's assigned duties at the university.

PROCEDURES:

All personnel shall report any potential or perceived conflict of interest or commitment, planned outside activity or employment, or outside financial interest to the university in accordance with the established procedures.

RELATED DOCUMENTS:

- Board of Governors' Rule 6C-5.945, F.A.C., "Employee Ethical Obligations and Conflicts of Interest"
- Florida Statutes, Chapter 112
- UCF Conflict of Interest Information Page: <http://www.coi.ucf.edu>
- Conflict of Interest Regulation: http://regulations.ucf.edu/pdf/notices/reg6C7-3.008_BOG.pdf
- Outside Activity or Employment Regulation: http://regulations.ucf.edu/pdf/notices/Reg6C7-3.018_final.pdf

FORMS:

- Conflict of Interest—faculty
<http://www.facultyrelations.ucf.edu/Forms/AA21.pdf>
- Permission to Use University Personnel, Equipment, Facilities, Students, or Services—faculty
<http://www.facultyrelations.ucf.edu/Forms/AA22.pdf>

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- Conflict of Interest--A&P and USPS
<http://hr.ucf.edu/web/forms/employeerelations/conflict.pdf>
- Permission to Use University Personnel, Equipment, Facilities, Students, or Services—staff
<http://hr.ucf.edu/web/forms/employeerelations/useofpefss.pdf>

INITIATING AUTHORITY: Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-504.1	
Initiating Authority: <u>[Signature]</u>	Date: <u>10/8/08</u>
Policies and Procedures Review Committee Chair: <u>Beth Barnes</u>	Date: <u>Oct. 6, 2008</u>
President or Designee: <u>[Signature]</u>	Date: <u>10/8/08</u>