

Conflict of Interest or Conflict of Time Commitment

Definitions

Conflict of Interest: A conflict of interest situation may exist when personnel are in a position to influence the direction or decision of the University or one of its programs, or to inappropriately use University resources, in such a way that may lead to the personal financial gain of the individual or of his or her immediate family or other designee.

Conflict of Time Commitment: A Conflict of time commitment exists when activities external to the university exceed reasonable time limits or when primary or professional responsibility is not given to the university.

Primary/Core Activities

Conflict of interest and conflict of time commitment arise when faculty are involved in activities that may detract from their primary activities, which are at the core of their academic appointment. Examples of primary/core activities include, but are not limited to, the following:

- Teaching.
- Engaging in creative works appropriate to the discipline and presenting efforts to peers.
- Maintaining a presence on campus; attending department, college, and university meetings (including forums, devotionals, commencements); lending support and energies to the institutional enterprise (administrative and committee work).
- Maintaining accessibility to students (keeping office hours); advising students using correct information; returning student assignments in a timely manner.
- Learning and growing continually by reading, studying, and writing; updating courses so they are current and relevant to contemporary views of the subject.

Support and Supplemental Activities

Depending on the discipline, conflicts may arise when faculty are engaged in support or supplemental activities as defined in the “Expectations of a Faculty Appointment” Policy Statement. Supporting and supplemental activities may include, but are not limited to, the following. Please indicate your involvement by a ✓.

Intellectual Property/Creative Works

- Software
- Tutorial Packages
- Inventions
- Textbooks
- Works of Art
- Designs or Illustrations
- Musical Scores

Continuing Education

- Teaching of Evening School
- Satellite Centers
- Independent Study
- Know Your Religion
- Off-campus Education Days
- Travel Study
- Conferences and Workshops
- Education Week

Consulting

- Consulting
- Clinical Practice
- Performances
- Seminars/Workshops

Supplemental Compensation

- Grants and Contracts
- Curriculum Development

Other

- Professional or Community Service

Involvement in support and supplement activities should receive the approval of the chair, be limited to no more than one day per week during periods of time that personnel are under a regular university contract, and not be so substantial or demanding of time and attention as to adversely impact primary/core activities.

Conflicting Activities

Activities that may present a conflict of interest or conflict of time commitment may include, but are not limited to, the following. Please indicate your involvement by a ✓.

- Employment outside the university (including teaching).
- Maintaining a private business, or serving as a line officer in a private business.
- Selling products or services not produced by the university.
- Government service (other than jury duty, state legislature, or weekend national guard or reserve).
- Using BYU information or position and/or influencing university negotiations for personal gain.
- Using university facilities for personal financial gain.
- Extensive professional, church, or community service that adversely impacts my campus presence and/or commitment.

Involvement in these potentially conflicting activities should be avoided during the time the faculty member is under contract and should not be done at any time without approval from the Dean. (See *Expectations of a Faculty Appointment* pages 8-13 for more detail.)

Faculty Conflict of Interest and Conflict of Time Commitment Disclosure Statement

Name _____ Department _____

College _____ Year _____

Acceptance of a faculty contract at Brigham Young University carries with it the opportunity to serve the campus community and assumes a primary commitment to the university. The university presumes that a faculty member will maintain exemplary personal standards and, in an atmosphere of trust, asks you to examine how the activities in which you are engaged affect your full-time contribution to the university.

This disclosure statement addresses the issues of conflict of interest and conflict of time commitment. This statement is intended to assist you in identifying and appropriately managing potential conflicts, but it is not designed to review job performance.

The information on the back of this form will give you a brief summary and examples of possible conflicts of interest and conflicts of time commitment as outlined in the *Expectations of a Faculty Appointment* and the university Conflict of Interest and Conflict of Time Commitment Policy.

I have read and understand the information on the back of this form, and to the best of my knowledge, I am in compliance with the *Expectations of a Faculty Appointment* Policy Statement and the Conflict of Interest and Conflict of Time Commitment Policy.

Signature of Faculty Member _____ Date _____

OR

I have read and understand the information on the back of this form, and I have adopted an approval plan (see attached) with my chair to appropriately reduce, eliminate, or manage any conflict I may have.

Signature of Faculty Member _____ Date _____

Signature of Department Chair _____ Date _____