

The University of Iowa Office of the Provost  
**Disclosure of an Outside Professional Activity - Overview**

Dear Faculty Member,

This is the University of Iowa form for the disclosure of outside professional activities that you believe pose or have the potential to pose a conflict of commitment or a conflict of interest in the workplace. The form includes questions about conflicts of *commitment* and conflicts of *interest* in the workplace. To clarify the distinctions:

- **Conflicts of Commitment** involve situations “in which an employee engages in an outside activity that interferes, or appears to interfere, with fulfillment of the employee's obligations to the University, even if the outside activity is valuable to the University or contributes to the employee's professional development and competence.” Generally these activities require you to be physically absent from the workplace.
  - For nine-month faculty appointments the absence has to be in excess of either three business days or more than two consecutive business days in any fall or spring semester.
  - For twelve-month faculty appointments the absence has to be in excess of either nine business days or more than two consecutive business days over the period of the twelve-month appointment.

Outside professional activities that generally require no disclosure under the Conflict of Commitment policy, unless the commitment of time required is such that it interfered with your University responsibilities, include:

- 1) Holding office in, or undertaking an editorial office or duties for a scholarly journal, academic press, or professional organization;
  - 2) Serving as a referee for a scholarly journal or an academic press;
  - 3) Serving on a professional review board or peer review bodies;
  - 4) Attending or presenting at professional meetings, workshops, colloquia, symposia, seminars, or training programs;
  - 5) Visiting other sites in connection with accreditation, audits, sponsored project reviews, or like activities;
  - 6) Writing or producing academically related books, articles, software and similar materials, or other creative works ordinarily considered in decisions relating to the employee's employment status or salary; or
  - 7) Participating in outside *non-professional* activities *unless* the time devoted to them interferes with the employee's University obligations.
- **Conflicts of Interest in the Workplace** involve “situation[s] in which faculty, staff, or student employees have significant financial or other personal considerations that may compromise, or have the appearance of compromising, their professional judgment or integrity in teaching, conducting or reporting research, or performing other University obligations.”

Examples of conflicts of interest in the workplace include, but are not limited to:

- 1) Owning or acquiring a financial interest in, or having a consulting or other relationship with, any business entity that supplies goods, services, or finances to the University when the employee has decision-making authority for those transactions;
- 2) Promoting or providing information about goods or services to the University community when the employee or his or her immediate family has a financial interest in or other paid relationship with the relevant business entity;
- 3) Assuming or accepting any non-University duties requiring, or appearing to require, the use of University data, processes, procedures, or proprietary or confidential information;
- 4) Assigning duties or offering employment to another faculty or staff member for any of the employee's outside activities.
- 5) Assigning duties or offering employment related to an employee's outside activities to a student when the student is enrolled in a course being taught by the employee or the student's academic work (including work as a teaching or research assistant) is being supervised by the employee.

For matters related to conflicts of interest in employment (nepotism), research, healthcare, purchasing, and/or start-up companies, please see respective UI policies and procedures below. If you have questions about the [Conflicts of Commitment and Interest Policy](#), contact Diane Finnerty, Director of Faculty HR and Development, via email ([diane-finnerty@uiowa.edu](mailto:diane-finnerty@uiowa.edu)) or phone (335-3991). For technical questions related to the form, please contact [Information and Resource Management](#) in the Office of the Provost.

- **Research:** <http://research.uiowa.edu/vpr/?get=coi>
- **Employment – Nepotism:** <http://www.uiowa.edu/hr/administration/conflict.html>
- **Purchasing:** <http://www.uiowa.edu/purchasing/policy/coi.htm>
- **Healthcare Conflicts of Interest:** <http://www.uihealthcare.com/about/conflictinterest/>
- **Start-up Companies:** <https://research.uiowa.edu/coi/content/conflicts-interest-and-commitment-implications-involvement-start-companies>

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**Disclosure of an Outside Professional Activity - Form**

**I. PERSONAL INFORMATION**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department/Unit: \_\_\_\_\_ College: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**II. CONFLICT OF COMMITMENT DISCLOSURE (OM 18.4)**

*Please provide the information requested below for each activity that you believe poses or may pose a Conflict of Commitment according to the UI Conflicts of Commitment and Interest Policy (<http://www.uiowa.edu/~our/opmanual/ii/184.html>).*

1) Will/Did an outside professional activity or service, paid or unpaid, require you to be absent from your workplace in excess of the policy threshold? (See OM [18.4\(c\)2a](#) for thresholds for nine-month and twelve-month faculty appointments.) \_\_\_\_\_ Yes \_\_\_\_\_ No

a. If yes, please offer additional information below:

- Name of organization (if any) to which service was provided, and
- Start and end dates,
- Total business days spent on activity,
- Description of the activity,
- Whether compensation was received and, if so, what type (e.g., honorarium, expenses only, expenses and honorarium)

2) Will/Did you take vacation leave to conduct these activities? \_\_\_\_\_ Yes \_\_\_\_\_ No

3) Will/Did you make arrangements of a different sort to fulfill your daily work activities while away from campus? \_\_\_\_\_ Yes \_\_\_\_\_ No

a. If yes, please describe the arrangement:

**III. CONFLICT OF INTEREST DISCLOSURE (OM 18.5)**

*Please provide the information requested below for each activity that you believe poses or may pose a Conflict of Interest according to the UI Conflicts of Commitment and Interest Policy (<http://www.uiowa.edu/~our/opmanual/ii/185.htm>).*

1) Will/Did an outside professional activity or service, hold the potential to "compromise, or have the appearance of compromising" your professional judgment or integrity? \_\_\_\_\_ Yes \_\_\_\_\_ No

b. If yes, please offer additional information below:

- Name of organization (if any) to which service was provided, and
- Start and end dates,
- Total business days spent on activity,
- Description of the activity,
- Whether compensation was received and, if so, what type (e.g., honorarium, expenses only, expenses and honorarium)

2) Will/Did the activity involve co-workers? .....  Yes  No

3) Will/Did the activity involve students? .....  Yes  No

4) Will/Did the activity involve:

- information provided to or by the University? .....  Yes  No
- goods provided to or by the University? .....  Yes  No
- services provided to or by the University? .....  Yes  No
- finances provided to or by the University? .....  Yes  No
- the use of University data, processes, or procedures? .....  Yes  No
- the use of any University resources? .....  Yes  No
- any other significant financial or personal considerations that may compromise, or appear to compromise, your professional judgment? .....  Yes  No

If you checked yes to any question, please explain in a **written statement** below, to be reviewed by your departmental executive officer (DEO) or equivalent. In the statement, include perceived conflicts of interest and potential accommodations, as relevant, that you propose to ensure that the activity does not interfere with your University obligations.

Written Statement:

## V. COMPLETING THE DISCLOSURE FORM

*Please print two copies of this form and attach any additional written disclosure information. Give one copy to your DEO or equivalent and maintain the other for your records. Your DEO will review the disclosure form and determine whether any further action, such as the development of a Management Plan, is necessary.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VI. FOR DEO

*I have reviewed the Disclosure of an Outside Professional Activity form and believe that a further Management Plan **is / is not** required. (Please indicate and attach Management Plan, as needed.)*

DEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_