

## Outside Employment and Potential Conflict of Interest Disclosure Form

Conflicts of interest are prohibited. Employees are responsible for disclosing personal activities or personal relationships that might result in a conflict of interest or the appearance of a conflict of interest. Employees need to work with their immediate supervisor to resolve conflicts of interest, or potential or perceived conflicts of interest. Supervisors may seek guidance from other University officials<sup>i</sup> when working to resolve a potential conflict of interest. If the conflict cannot be resolved, the personal activity or personal relationship is not allowed.<sup>ii</sup>

Written Report of Personal Activities. Employees are responsible for disclosing activities, which they should reasonably conclude may create a conflict of interest or the perception of a conflict of interest. The report shall include

- the name of the employer or other recipient of services;
- the funding source;
- the location where activity will be performed;
- the nature, extent, and duration of the activity; and
- any intended use of University facilities, equipment, or services.

Written Report of Personal Relationship. Employees are responsible for disclosing relationships, which they should reasonably conclude may create a conflict of interest. The report shall include

- name(s) of person(s) in the relationship;
- nature of the relationship; and
- potential conflict that might arise from the relationship.

Employees are responsible for submitting the Potential Conflict of Interest Disclosure Form in a timely manner as specified in the Procedural Calendar, or during the semester prior to the personal activity or personal relationship beginning. A new report shall be submitted for personal activity or personal relationships previously reported at such time as there is a significant change (nature, extent, funding, etc.).

Upon receipt of the employee's report, if the Supervisor concludes that a conflict of interest exists and cannot be resolved, s/he should consult with the University's General Counsel. If the Supervisor and General Counsel conclude that the employee's activity(ies) constitute a conflict of interest, the employee will be directed to cease and desist the activity(ies) or relationship(s) that creates, will, or may create the conflict. Appropriate disciplinary action may also be initiated in accordance with delineated in the *Handbook for Professional Personnel*, Chapter XVII.

The undersigned employee has read and understands the Conflict of Interest policy as outlined in the Handbook for Professional Personnel and has attached the required report to this form for review. The undersigned employee further understands that the proposed activity(ies) may not, in any way, compromise performance of his/her duties of her/his position at MSU Denver. Changes in the proposed activity(ies) may lead to a previously unidentified conflict of interest and will require submission and review of a new report. Two levels of approval are required below.

Employee name: \_\_\_\_\_

Department/Work Unit \_\_\_\_\_

Employee Signature:	Date:
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The undersigned supervisor approves the employee's involvement in these activities with the understanding that the activity(ies) will not interfere with the employee's contractual obligations to MSU Denver or create a conflict of interest or perceived conflict of interest.

Immediate Supervisor, e.g., Department Chair/Director (whoever is the first level of review) Signature:	Date:
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The undersigned supervisor approves the employee's involvement in these activities with the understanding that the activity(ies) will not interfere with the employee's contractual obligations to MSU Denver, or create a conflict of interest or perceived conflict of interest.

Next Level Supervisor, e.g., Dean, Associate Dean, Associate Vice President, etc., (whoever is the next higher level of review) Signature:	Date:
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### Report of Personal Activities

Name of the employer or other recipient of services:

Funding source:

Location where activity will be performed:

Nature of the activity:

Scope of the activity:

Duration of the activity:

Intended use of University facilities, equipment, or services:

### Report of Personal relationship

Name(s) of person(s) in the relationship:

Nature of the relationship:

Potential conflict that might arise from the relationship:

#### Endnotes:

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- <sup>i</sup> The appropriate University Officials include, in the following order, (1) Associate Vice President of Faculty Affairs, (2) Deputy Provost/Vice President of Academic Affairs, and (3) General Counsel.
  - <sup>ii</sup> See Conflict of Interest FAQs posted at <https://msudenver.edu/asa/guidelinesandpolicydocuments/asapolicymanual/>.