



Policy on Conflict of Interest, Conflict of Commitment, and Outside Activities

Policy Title: Conflict of Interest, Conflict of Commitment, and Outside Activities

Policy Type: Administrative

Policy Number: ADM Policy #30-03-01

Responsible Office: Office of Human Resources

Applies to: Campus Community

Approving Authority: Executive Cabinet (2012)

Date of Previous Revision:

POLICY STATEMENT

Wiley College publishes and implements policies regarding the Conflict of Interest that protects the College from undue influence by external persons or bodies.

POLICY

The Conflict of Interest, Conflict of Commitment, and Outside Activities policy is intended to protect the credibility and reputation of Wiley College, and its faculty and staff by providing a transparent system of disclosure, approval and documentation of employee activities outside the College (including but not limited to: engaging in outside employment or outside board service and owning certain interests in business entities) that might otherwise raise concerns about Conflicts of Interest or Conflicts of Commitment. Finally, it is intended to provide the framework for rules and procedures that will clearly delineate allowable outside activity.

Making a Disclosure/Requesting Approval

All Wiley employees are required to disclose and request prior approval for outside activities in accordance with Policy 3.3.18 by completing the Outside Activity Approval Request Form which can be retrieved from the Office of Human Resources. As a Wiley College employee, it is your responsibility to submit an annual disclosure of your outside activities and update the disclosure within 30 days of any changes. Your disclosure ensures compliance with state ethics laws. Information should be reported if outside activities could appear to be related to your institutional responsibilities.

Contact Information

For questions regarding the Conflict of Interest, Conflict of Commitment and Outside Activities disclosure/approval process, please e-mail the Office of Human Resources at: hr@wileyc.edu or call 903-927-3345.

Definitions

Conflict of Interest (COI) - A significant outside interest or activity of an employee or immediate family member can be considered a conflict of interest if it directly or significantly affects the employee's performance of his/her institutional responsibilities (Conflict of interest is

generally an issue of financial or personal gain).

Conflicts of Commitment (COC) - A state in which the time or effort that a Wiley College employee devotes to an outside activity directly or significantly interferes with the employee's fulfillment of his/her institutional responsibilities or when the employee uses State property without authority in connection with the employee's outside employment, board service, or other activity. Exceeding the amount of total time permitted by institution policy for outside activities creates the appearance of a conflict of commitment.

Outside Activities - An outside activity is any activity – compensated or uncompensated – that occurs outside the duties and responsibilities of your Wiley College appointment.

Institutional Responsibilities – Includes professional responsibilities on behalf of Wiley College. For faculty, this includes research, teaching, administration and service activities. For staff, this includes the employee's responsibilities related to their job duties and performance expectations.

CONTACT(S)

The Office of Human Resources officially interprets this policy. The Office of Human Resources is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #30-03-01 (2012). Questions regarding this policy should be directed to the Chief Human Resources Officer.