



OFFICE OF THE
Senior Vice President & Provost

MEMORANDUM

TO: Vice Presidents – Norman Campus
Deans, Directors and Chairs – Norman Campus
Faculty and Monthly Staff – Norman Campus

FROM: Kyle Harper
Interim Senior Vice President and Provost

DATE: November 18, 2014

SUBJECT: Required reporting for Conflicts of Interest and related policies

This memo explains how faculty and academic staff can fulfill the annual reporting requirement for conflicts of interest and related policies. Employees will complete a series of online threshold questions, <http://www.ou.edu/content/provost/coi-disclosures.html>, that will indicate whether more detailed paper forms are necessary.

POLICY. The Norman Campus Conflicts of Interest and Outside Employment policies set forth responsibilities we have as educators, researchers, and stewards of the University's resources. The Conflicts of Interest policy addresses financial conflicts, non-financial conflicts of commitment, use of university resources, and other issues that arise when personal interest and professional responsibility converge. The Outside Employment and Extra Compensation policy addresses permissible forms of employment and consulting activity outside the University. A number of other policies govern related issues such as personal use of OU resources. See links below for all policies. These policies require disclosure of outside activities and interests that may affect the exercise of your University duties.

FORMS. This year the Norman Campus will be using a combination of online and paper forms. The online form (see link above) consists of four core sections to be completed by everyone. If you have nothing to report, you will complete only the online portion. Conflicts, outside employment, and extra-compensation activities will be reported on paper. If you have something to report, the online form will direct you to the appropriate printable form.

WHO MUST REPORT. Anyone with an actual conflict of interest must report it. In addition, whether or not there is any conflict to report, an annual disclosure form should be filed by the following:

- Ranked and unranked **faculty, whether full-time or part-time** (professors, associate professors, and assistant professors, including research faculty and renewable term faculty, plus lecturers and instructors).
- **Research scientists**, senior research scientists, research associates, senior research associates, **and post-doctoral positions** including research fellows and scholars.
- **Monthly staff members** in academic areas, and in other areas as required by your VP.

ADDITIONAL FILING INSTRUCTIONS. All questions should be answered with reference to the entire 2014-2015 fiscal year (July 1, 2014 – June 30, 2015) whether the activity is past, ongoing, or planned. Online forms should be completed by December 1, 2014. If you need to complete them, paper forms should be submitted to your chair, director, or supervisor. The Chair or director will then forward to the appropriate dean. Deans should complete and submit the review form to the Provost. The Provost should receive the forms no later than January 16, 2015.

Questions regarding the conflicts forms or policy may be addressed to Will Spain in the Provost office, (405) 325-1264 or at wcs@ou.edu. Specific questions about outside employment / extra compensation may be addressed to Stewart Berkinshaw, (405) 325-1271 or at sberkinshaw@ou.edu. Technical questions regarding use of the online form may be addressed to Robert Kelly, (405) 325-4087 or at rkelly@ou.edu.

To begin completing the annual disclosure, please click, <http://www.ou.edu/content/provost/coi-disclosures.html>

POLICY LINKS

Conflicts of Interest Policy

Faculty Handbook sec. 5.10 <https://apps.hr.ou.edu/FacultyHandbook/#5.10>

Staff Handbook sec. <https://apps.hr.ou.edu/StaffHandbook#5.20> (ref. only)

Outside Employment and Extra Compensation

Faculty Handbook sec. 5.7 <https://apps.hr.ou.edu/FacultyHandbook/#5.7>

Staff Handbook sec. <https://apps.hr.ou.edu/StaffHandbook#5.3>

Other relevant policies:

Academic Freedom and Responsibility

Faculty Handbook sec. 3.2 <https://apps.hr.ou.edu/FacultyHandbook/#3.2>

Class Attendance (Faculty)

Faculty Handbook sec. 4.19 <https://apps.hr.ou.edu/FacultyHandbook/#4.19>

Compliance Policies

Faculty Handbook sec. 3.30 <https://apps.hr.ou.edu/FacultyHandbook/#3.30>

Conducting Private Business from a State-Owned Facility

Faculty Handbook sec. 5.24 <https://apps.hr.ou.edu/FacultyHandbook/#5.24>

Consensual Sexual Relations Policy

Faculty Handbook sec. 3.11 <https://apps.hr.ou.edu/FacultyHandbook/#3.11>

Staff Handbook sec. 5.23 <https://apps.hr.ou.edu/StaffHandbook#5.23>

Faculty Accountability (with link to State Ethics Rules)

Faculty Handbook sec. 3.3 <https://apps.hr.ou.edu/FacultyHandbook/#3.2>

Intellectual Property Policy

Faculty Handbook sec. 3.29 <https://apps.hr.ou.edu/FacultyHandbook/#3.29>

Staff Handbook sec. 3.14 <https://apps.hr.ou.edu/StaffHandbook#3.14> (ref. only)

Nepotism

Faculty Handbook sec. 5.6 <https://apps.hr.ou.edu/FacultyHandbook/#5.6>

Staff Handbook sec. 5.2 <https://apps.hr.ou.edu/StaffHandbook#5.2>

Official Communications

Faculty Handbook sec. 5.17 <https://apps.hr.ou.edu/FacultyHandbook/#5.17>

Professional Activities of the Faculty

Faculty Handbook sec. 3.6 <https://apps.hr.ou.edu/FacultyHandbook/#3.6>

Sale of Required Course Material to Students

Faculty Handbook sec. 4.25.1 <https://apps.hr.ou.edu/FacultyHandbook/#4.25.1>

Sports Agents

Staff Handbook sec. 5.3.1 <https://apps.hr.ou.edu/StaffHandbook#5.3.1>

Use of State Vehicles for Private Purposes

Faculty Handbook sec. 5.22 <https://apps.hr.ou.edu/FacultyHandbook/#5.22>

Staff Handbook sec. 5.11 <https://apps.hr.ou.edu/StaffHandbook#5.11>