

MEMORANDUM

 TO:      Vice Presidents – Norman Campus

                        Deans, Directors and Chairs – Norman Campus

                        Faculty and Monthly Staff – Norman Campus

 FROM: Kyle Harper

Senior Vice President and Provost

 DATE:              March 8, 2016

 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 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 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 consists of four core sections to be completed by everyone.  If you have nothing to report, you will complete only the online portion.  Conflicts and outside employment activities will be reported on paper.  If you have something to report, the online form will direct you to the appropriate printable form. Part-time employees must complete the online form, but should not complete the paper outside employment form given their part-time status (e.g., adjuncts, <0.50 FTE appointments, etc.).

**WHO MUST REPORT.  W**hether 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). Anyone with teaching or advising appointments since August 2015 will be receiving the form.

•    **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.

Part-time faculty (e.g., adjuncts, <0.50 FTE appointments, etc.) and staff must complete the electronic form, but should not complete the Outside Employment paper form, due to their part-time status.

**ADDITIONAL FILING INSTRUCTIONS.** All questions should be answered with reference to the entire 2015-2016 fiscal year (July 1, 2015 – June 30, 2016) whether the activity is past, ongoing, or planned. Online forms should be completed by Friday, March 25, 2016. If you need to complete them, please send paper forms to the recipient indicated on the form no later than Friday, April 1, 2016.

Questions regarding the conflicts forms or policy may be addressed to Dr. Greg Heiser, (405) 325-8679 or at [conflict.of.interest@ou.edu](mailto:conflict.of.interest@ou.edu). Specific questions about outside employment may be addressed to Stewart Berkinshaw, (405) 325-1271 or at [sberkinshaw@ou.edu](mailto:sberkinshaw@ou.edu). Technical questions regarding use of the online form may be addressed to Aaron Biggs, (405) 325-4087 or at [abiggs@ou.edu](mailto:abiggs@ou.edu).

To begin completing the annual disclosure, please click [here for the conflict of interest form](http://perfectforms.ou.edu/PerfectformsSSO/EmployeeLogin.aspx?ReturnUrl=%2fPerfectFormsSSO%2fplayer.aspx%3ff%3dRihAggQi&f=RihAggQi). You can also find more information at the [conflict of interest website](http://www.ou.edu/conflictofinterest/).

**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](https://apps.hr.ou.edu/FacultyHandbook/" \l "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>