

COLUMBUS STATE UNIVERSITY

Policy Name:	Policy on Conflicts of Interest, Commitment, and Outside Activities
Policy Owner:	Provost and Executive Vice President
Responsible University Offices:	Office of General Counsel Office of the Provost and Executive Vice President
Approval Date:	August 7, 2019
Effective Date:	August 12, 2019
Revisions:	None
Policy Number:	TBD
Related Policies:	<i>BOR 8.2.18.2 Conflicts of Interest, Conflicts of Commitment, and Outside Activities</i>

I. PURPOSE

It is not uncommon or improper for employees of Columbus State University to have interests outside his or her University duties and responsibilities. CSU encourages its employees to actively participate in outside activities that enhance their professional skills, constitute public service and do not interfere with or impede their responsibilities to students, colleagues and to the University as a whole. Because engagement in outside activities and decisions regarding University transactions can lead to a conflict of interest or commitment, a compelling need exists to enact a University-wide policy which establishes clear guidelines to report, assess, and rule on requests that may pose threats to the University's educational, financial or operational integrity.

II. APPLICATION OF POLICY

This policy applies to all University faculty and staff, including visiting and part-time faculty and staff. In addition to CSU policies and procedures, all employees are subject to Georgia law and Board of Regents policies governing outside activities and business transactions between employees and state entities.

Routine, single-occasion activities are excluded from disclosure under this Policy.

III. DEFINITIONS:

- A **"Compensation"** – any payment, deferred payment, equity, or deferred equity provided in exchange for the expectation that the faculty or staff member will perform work or services for the benefit of the outside payer. Compensation does not include standard Honoraria.
- B **"Primary University Responsibilities"** - teaching, research, clinical practice, service, administrative duties, and other appropriate duties assigned by the institution to the faculty or staff member.
- C **"Secondary University Responsibilities"** - professional activities or affiliations traditionally undertaken by faculty or staff outside of the immediate institution employment context, but where the faculty or staff member represents the institution and his or her affiliation to it. Secondary responsibilities may or may not entail the receipt of Honoraria, remuneration, or the reimbursement of expenses.
- D **"Financial Interest"** - anything of monetary value or potential monetary value.
- E **"Full Time"** -

V. CONFLICT OF COMMITMENT

A *conflict of commitment* exists when the

D Twelve (12)-month faculty assigned to administrative positions must take annual leave

business or service enterprise;

- iii. disclosure of university transactions in which the employee or that employee's family has a personal or financial interest.

- C. Part-Time Employee Disclosure Requirements -- Each USG Employee with a work commitment of less than thirty (30) hours per week (0.75 FTE or <), and faculty members on a contract term of less than nine (9) months a year do not need written approval in advance of engaging in compensated outside activities so long as the outside activity does not create a conflict of interest or otherwise violate Board policy.
- D. Direct Reports to President - Individuals at the level of Vice President or who report to the President directly must obtain approval from the University President, whose authority cannot be delegated.
- E. Submitting the Disclosure Form – Upon receipt from the employee, the supervisor shall make the initial decision regarding whether to approve or deny the outside activity

Employee has a Financial Interest may access University facilities or equipment on the same terms as such facilities or equipment are available to persons or organizations outside of the University. Arrangements for reimbursing the University must be made prior to using the

A gift may be accepted by the employee on behalf of the institution subject to reporting requirements of the Board of Regents. If