

Conflict of Interest (COI)

Members of the UVU community lead varied and exciting lives on- and off-campus. They engage with business, industry, private foundations, nonprofits, and government agencies in both volunteer and compensated roles. We celebrate vigorous engagement with the world beyond our institution, and enjoy corollary learning opportunities, collaborations, and reputational benefits. Indeed, we encourage employees to make the most of their multifaceted pursuits by remaining cognizant of potential conflicts of interest.

UVU's Compliance Office endeavors to assist employees with (1) identifying **potential** conflicts of interest and (2) strategically managing such conflicts. **This process is preventive, not punitive.** It aims to maximize the University's public confidence and the employee's professional credibility. It also helps to keep employees in compliance with the Utah Public Officers' and Employees' Ethics Act and UVU Policy.

CONFLICT OF INTEREST DISCLOSURE

Disclosing potential conflicts of interest is required annually and upon hire for full-time employees. All employees must disclose (1) immediately when a potential conflict first arises, (2) when asked to complete the form by their supervisor.

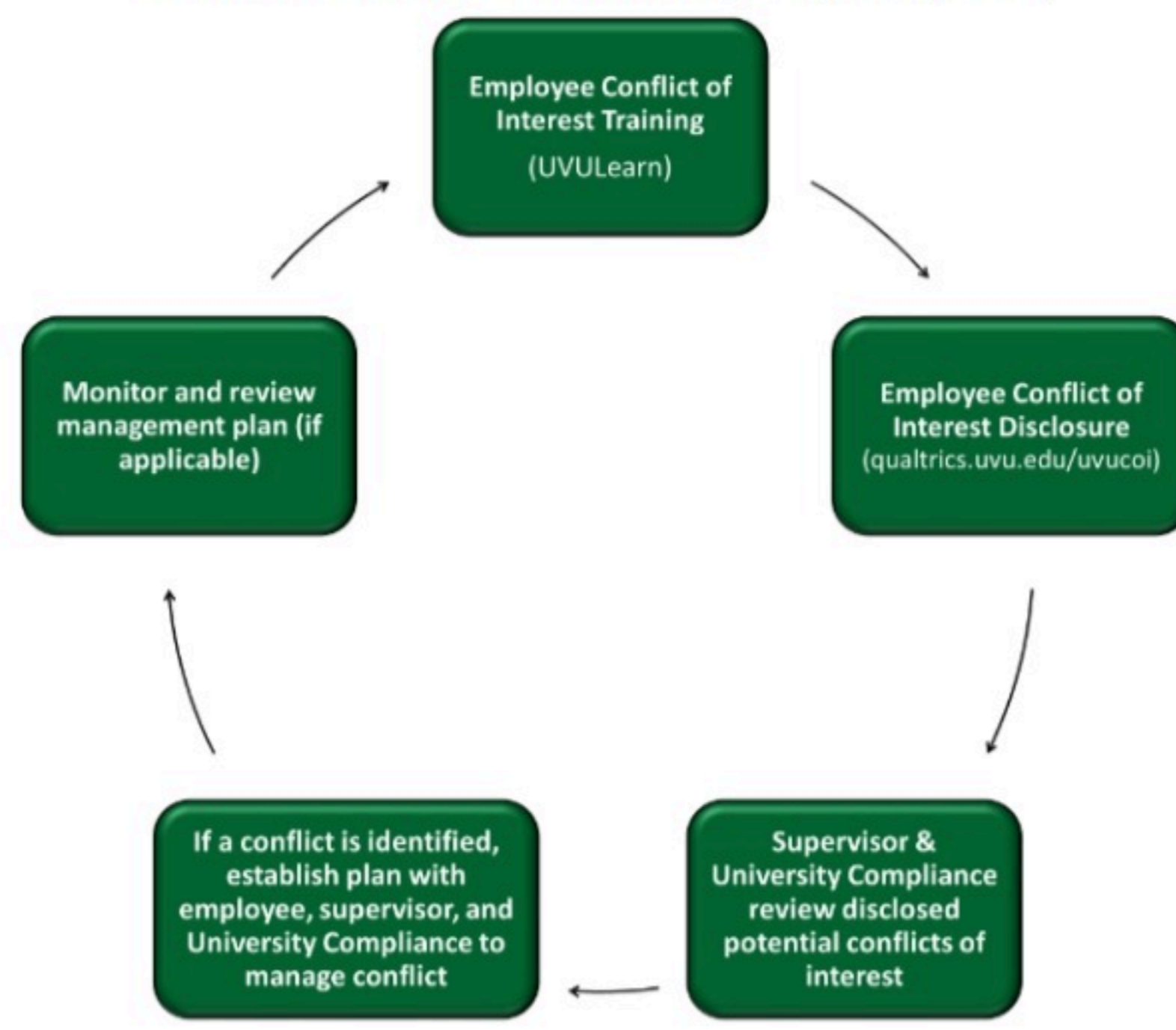
COI DASHBOARD (FULL-TIME)

Full-time employees can review their COI disclosure data here. Supervisors will also see their full-time employees' data.

COI DASHBOARD (PART-TIME)

Part-time employees can review their COI disclosure data here. Supervisors will also see their part-time employees' data. Part-time employees are not required to disclose annually and upon hire.

Conflict of Interest Annual Cycle (Policy 114)



Disclosure and Management Process

1) Disclosure

All employees must disclose actual, potential, and apparent conflicts of interest by completing the *COI Disclosure Form* (1) immediately when a conflict of interest first arises and (2) when asked to complete the form by their supervisor. Additionally, all employees, with the exception of part-time employees (including student employees and adjunct faculty members), must submit a Conflict of Interest Disclosure Form at the time of hire and annually thereafter. In other words, only full-time employees must disclose upon hire and annually thereafter.

Conflict of Interest (COI) Disclosure Form

2) Assessment

Supervisors must review disclosures of potential conflicts for omissions and for conflicts that could interfere with their employees' university obligations (such as their time, resources, decision making, research, etc.). See Policy 114 5.2.5 and 5.3.1. If the supervisor determines a disclosed conflict could interfere, they should work with both the employee and the University Compliance Officer to determine if the conflict is manageable.

University Policy 114 Conflict of Interest

3) Management

Employees can resolve most apparent or potential conflicts of interest through thoughtful planning. If a conflict of interest is present, the employee and their supervisor must create a confidential *COI Management Plan*, which is then approved by the Compliance Officer.

Conflict of Interest (COI) Management Plan Template (docx)

Frequently Asked Questions

General

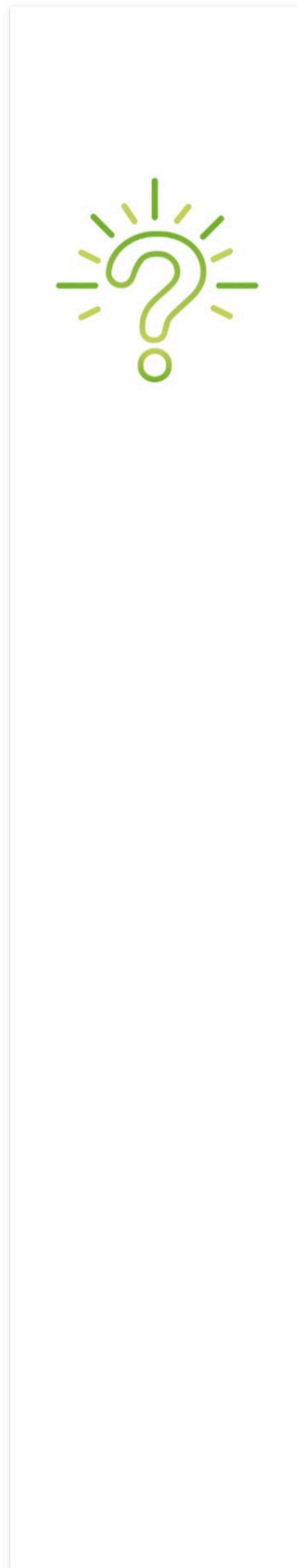
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|--|---|
| Why isn't my disclosure showing on the dashboard? | ⊞ |
| Who needs to fill out the disclosure? | ⊞ |
| What is the supervisor's role in the Conflict of Interest process? | ⊞ |
| When I disclose something on my Conflict of Interest of Disclosure Form, does that mean I have a conflict of interest or commitment? | ⊞ |
| Who do I contact if I have further questions about conflicts of interest or commitment? | ⊞ |

Conflicts of Interest

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| If I write a textbook or create course materials, may I use them in my class? | ⊞ |
| May I or my family earn income from self-authored materials that I assign? | ⊞ |
| What are "out of pocket costs" related to self-authored course materials? | ⊞ |
| May I sell course material to students? | ⊞ |
| May university departments sell course material directly to students? | ⊞ |
| May I supervise a spouse or relative? | ⊞ |
| May I teach a spouse or relative in my course? | ⊞ |
| May I accept reimbursement (up front or after-the-fact) from a conference or workshop sponsor for travel, food, or lodging? | ⊞ |
| Should I take personal leave to attend a conference? | ⊞ |
| May I accept compensation for presenting or serving on boards outside of UVU? | ⊞ |
| May I serve as a board member, such as an advisory board member, to a vendor my department hires or purchases from? | ⊞ |
| May I give a talk, serve on a panel or commission, or otherwise benefit a non-UVU academic institution that may "compete" for students? | ⊞ |
| May I employ UVU students or offer internships through my outside business? | ⊞ |
| May I use other UVU space for non-UVU work? | ⊞ |
| May UVU employees market products/services to colleagues, students, or visitors at UVU (e.g., essential oils, kitchenware, dietary supplements, etc.)? | ⊞ |
| May UVU employees assist others in marketing products/services to colleagues, students, or visitors at UVU (e.g., Girl Scout Cookies, school fundraisers, GoFundMe campaigns, house cleaning, etc.)? | ⊞ |
| May a UVU department or unit purchase goods or services from a UVU employee? | ⊞ |

Conflicts of Commitment

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|---|---|
| Is it a conflict of commitment for faculty to engage in scholarly activities? | ⊞ |
| Is it a conflict of commitment for faculty to engage in service? | ⊞ |
| Is it a conflict of commitment to serve on internal UVU committees? | ⊞ |
| How much non-UVU engagement is "too much" (i.e., a conflict of commitment)? | ⊞ |
| May full-time UVU employees engage in full-time non-UVU employment? | ⊞ |
| May full-time UVU employees engage in part-time non-UVU employment? | ⊞ |
| May full-time UVU employees engage in non-UVU adjunct teaching? | ⊞ |
| May full-time UVU employees engage in consulting? | ⊞ |
| May full-time UVU employees engage in volunteerism? | ⊞ |
| What about summer and time between semesters? | ⊞ |



Learn more:

- Policy 114 - Conflict of Interest and Commitment
- Self-Authored Course Materials Guide
- Additional Resources
- Consulting Request Form

STUDENT

- ADMISSIONS
- ACADEMICS
- CAMELUS LIFE
- LOOKING TO ATTEND UVU
- CURRENT STUDENT
- ACCREDITATION

EMPLOYEES

- CAREER OPPORTUNITIES
- EMPLOYEE RESOURCES
- DIRECTORY
- PEOPLE & CULTURE

COMMUNITY

- ATHLETICS
- VISITORS & COMMUNITY
- OFFICE OF THE PRESIDENT
- ABOUT UVU / HISTORY
- ALUMNI
- INCLUSION & DIVERSITY
- ESPAÑOL
- GIVE TO UVU
- CONTACT US

UTILITY

- COVID-19 INFO
- MAPS / PARKING
- SERVICE DESK
- EMERGENCY
- POLICE
- GET HELP
- SEARCH
- ACCESSIBILITY
- TITLE IX / EQUAL OPPORTUNITY