

CONFIDENTIAL

FORM A  
DECLARATION FOR CONFLICT OF INTEREST & TIME COMMITMENT

EMPLOYEE IDENTIFICATION

Name:				
_____	_____	_____	_____	_____
Last	First	MI	Social Security #	Department/Division

First Time Filing This Form

Annual Update

SECTION A - CONFLICT OF INTEREST

1. Ownership: Ownership interest in any corporation, partnership, trust, joint venture, and every other business interest, including land used for income which you or other members of your household *own or* have owned within the preceding 12 months, which represents a legal or equitable interest exceeding \$10,000 or five percent, whichever is less. Ownership of intellectual property, e.g., patents, royalties, and copyrights is also included. Ownership of funds and holdings acquired through the Regents retirement programs are not included.

Are there any ownership interests you have or a member of your family has which meet this criteria and could an independent observer conclude that they appear to influence or potentially conflict with any of your research/ educational activities?

No

Yes (Disclosure sections C and D)

2. Compensation: Receipt of salary, anything of value, or economic benefit conferred within the past 12 months in return for services rendered or to be conferred in excess of \$10,000, including consulting fees in excess of \$10,000 from any one entity.

Have you or your family received or do you expect to receive compensation as defined above and could an independent observer conclude that said compensation influences or potentially conflicts with any of your research/educational activities?

No

Yes (Disclosure sections C and E)

3. Office: A position or office of director, officer, associate, partner, or proprietor in any outside entity for which more than \$10,000 compensation is received.

Do you or does a member of your family hold an office as defined above which an independent observer could conclude significantly affects or is affected by any of your research/educational activities?

  
No  
Yes (Disclosure sections C and F)

4. Fees and Commissions: Receipt of an aggregate of \$10,000 or more in fees or commissions from one or more outside entities.

Do you or does a member of your family receive fees/commissions as defined above which an independent observer could conclude present potential conflicts of interest with any of your research/educational activities?

  
No  
Yes (Disclosure sections C and G)

*If you have answered Yes to any of these questions, indicating that to an independent observer a specific financial interest has the potential of affecting or influencing your research/educational activities, you are required to file a Disclosure Statement Form B identifying the specific interests and the affected research/educational activity (see attached Disclosure Statement Form B).*

## **SECTION B - CONFLICT OF TIME COMMITMENT**

The Board of Regents recognizes the value of faculty and staff interaction with businesses, industry and private foundations and government agencies to foster the missions, facilitate professional development, and promote expansion of knowledge.

However, the Board of Regents' policy indicates that external activities of faculty and staff, such as consulting, outside employment, public service, pro bono work, or serving as an officer of an external entity, even without compensation, can result in real or apparent conflicts regarding commitment of time or effort.

The policy states that faculty members and unclassified staff of Regents' institutions owe their primary professional responsibility to their employing institutions, and their primary commitment of time and intellectual effort should be to the education, service, research and scholarship missions of said institutions. Faculty and unclassified staff should maintain a presence on campus commensurate with their appointments.

External activities that take time away from University responsibilities should be discussed with the department chair or other immediate supervisor to obtain their concurrence that the activities do not constitute a conflict of time commitment. This concurrence should be obtained prior to engaging in external activities.

1. I have read and I do understand the Regents policy on Commitment of Time, Conflict of Interest, Consulting and Other Employment. I have complied with Pittsburg State University's policy as stated in the Unclassified Personnel Handbook, Chapter 2, Section 2.7.10 through Section 2.7.10.4.3.

  
No  
Yes

2. In light of the Regents policy, some of my external activities may appear to an independent reasonable observer to create a conflict of time or effort.

  
No  
Yes

*If you answered Yes to question B.2 directly above, please complete Section H of the attached Disclosure Statement Form to identify the situation.*

**DECLARATION:**

I, \_\_\_\_\_, declare that this Report of financial interest and potential conflict of interest has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement. I have read Regents' policy on Commitment of Time, Conflict of Interest, Consulting and Other Employment and I have complied with Consulting Approval policies and procedures of Pittsburg State University. I have complied with federal conflict interest policies and regulations. I also understand the Regents' policy states that failure to file this statement as required or intentionally filing a false statement may result in disciplinary actions. Any changes to this statement will be reported prior to proposal submission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If all answers are *No* except for B.1 you may stop here. **Submit this form with your material to your Department/Division Chairperson (or Dean).**

ACCEPTED: \_\_\_\_\_  
Department/Division Head (please forward this form to your Dean) Date

ACCEPTED: \_\_\_\_\_  
Dean (please forward this form to your Vice President) Date

ACCEPTED: \_\_\_\_\_  
Vice President (please forward this form to the President's Office) Date