

Faculty Guideline and Workflow for Conflicts, Consulting and Outside Employment

Definitions of Potential Conflicts ([University Ethics FSH 3170](#))

Conflicts of Interest refers to situations in which financial or other personal considerations may directly and significantly affect an employee's professional judgment in exercising any university duty or responsibility. Employees are expected to avoid conflicts of interest unless such conflicts are disclosed and managed in accordance with the university policies.

Conflicts of Commitment refers to situations where an individual's distribution of effort between one's university appointment and one's outside activities may directly and significantly affect an employee's ability to perform their university responsibilities in teaching, research and public service. Employees are expected to arrange outside activities and financial interests so as not to interfere with the primacy of these university duties.

Nepotism UI employees may not give preferential treatment to individuals based on familial or other relationships, nor participate in institutional decisions involving a direct benefit to a family member.

Professional Consulting ([FSH 3260](#))

- Consulting is any professional activity for which a UI employee is **paid** that is external to the UI and clearly beyond the assigned duties for which the employee is appointed and paid by the UI.
- Consulting activity must have prior written approval (use Form 3260A) by the employee's unit head or supervisor and the dean or director/administrator. The request for approval must include the information required by FSH 3260 C-2. A request may be denied if the proposed activity fails to satisfy the criteria stated in FSH 3260 B-1.
- Employees engaged in outside consulting for compensation must complete Form 3260B on an annual basis. The form must be updated throughout the year if an employee accepts outside consulting or if the nature or scope of the consulting activities changes.

Consulting Workflow ([link](#))

Disclosure of Outside Employment ([FSH 3260](#))

- All employees who work more than 20 hours a week for the university and who have outside employment of more than 20 hours a week must complete the Annual Disclosure of Outside Employment (Form 6240B). *Please note: Form 3260B and Form 6240B are the same form and completed for either consulting for compensation or disclosure of outside*

employment for purposes, as described above.

Outside Employment Workflow ([link](#))

Conflict of Interest or Commitment ([FSH 6240](#))

- All employees are required to read FSH 6240 and to complete a Disclosure of Potential Conflicts of Interest and Commitment (Form 6240) on an annual basis in conjunction with the annual performance review process, whether or not the employee has an actual or potential conflict to disclose. The disclosure form must be included with the performance evaluation. Supervisors must take an active role in the disclosure process. They should ask employees about, and require disclosure of, actual or apparent conflicts of interest of which they are aware, but which the employee may have failed to disclose.
- An employee who discloses an actual or potential conflict must complete the Disclosure of Conflicts (Form 6240A) and the Management Plan. These forms are completed annually. **An updated Form 6240A must be submitted within 30 days of any change that may either create a potential conflict or eliminate a previously disclosed conflict.**

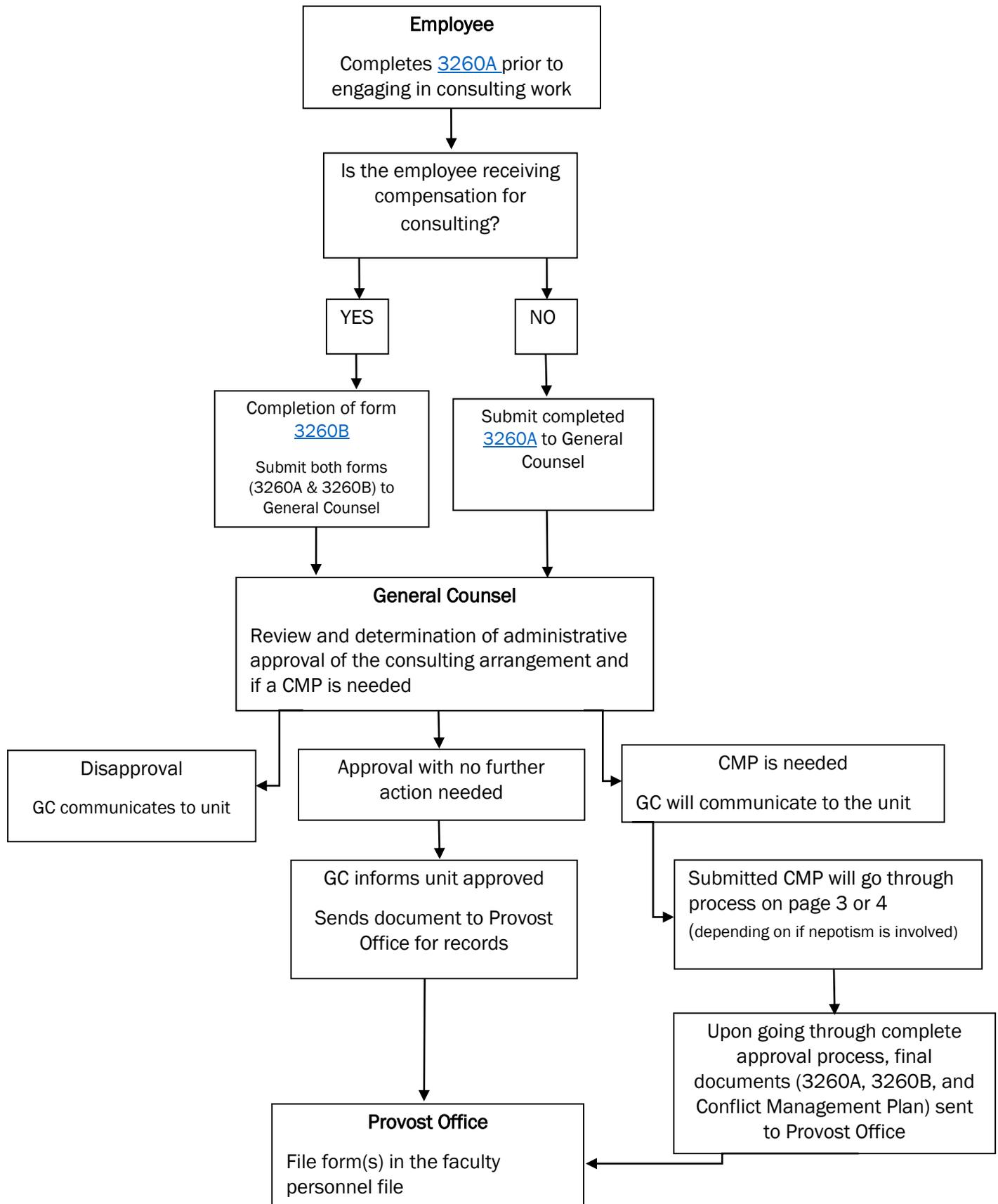
Conflict of Interest Workflow ([link](#))

Nepotism ([FSH 6241](#))

- No preferential treatment will be afforded to individuals based on relationships that may place undue or inappropriate influence on terms and conditions of employment and/or employment decisions.
- Employee will indicate they have a conflict on the Conflict of Interest Form, complete 6240A and will submit a Conflict Management Plan.
- The Executive Director of Human Resources (or designee) will review and approve any disclosures and management plans and will provide an official response of approval, which will then be saved to the personnel file.

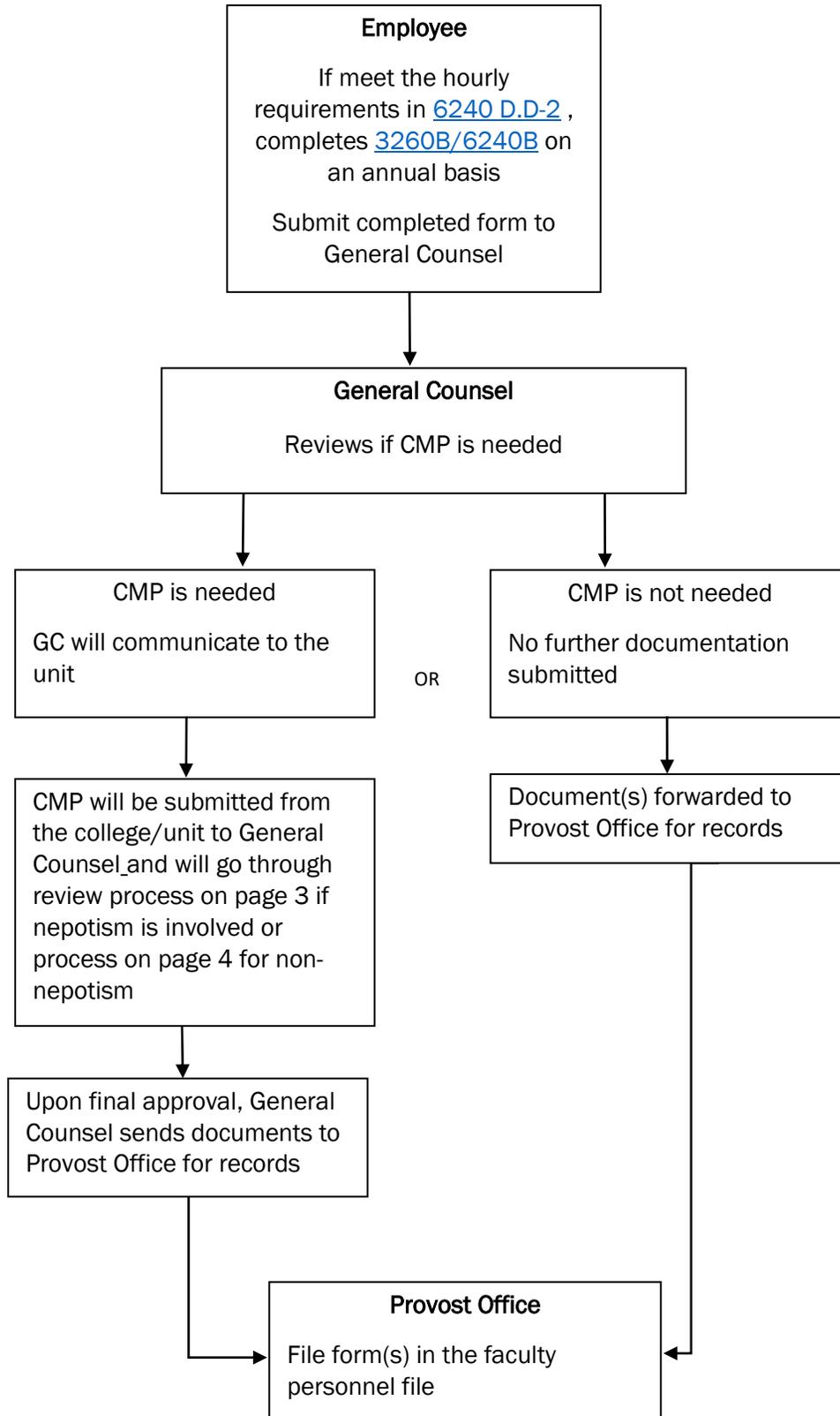
Conflict of Interest-Nepotism Workflow ([link](#))

Consulting (FSH 3260)



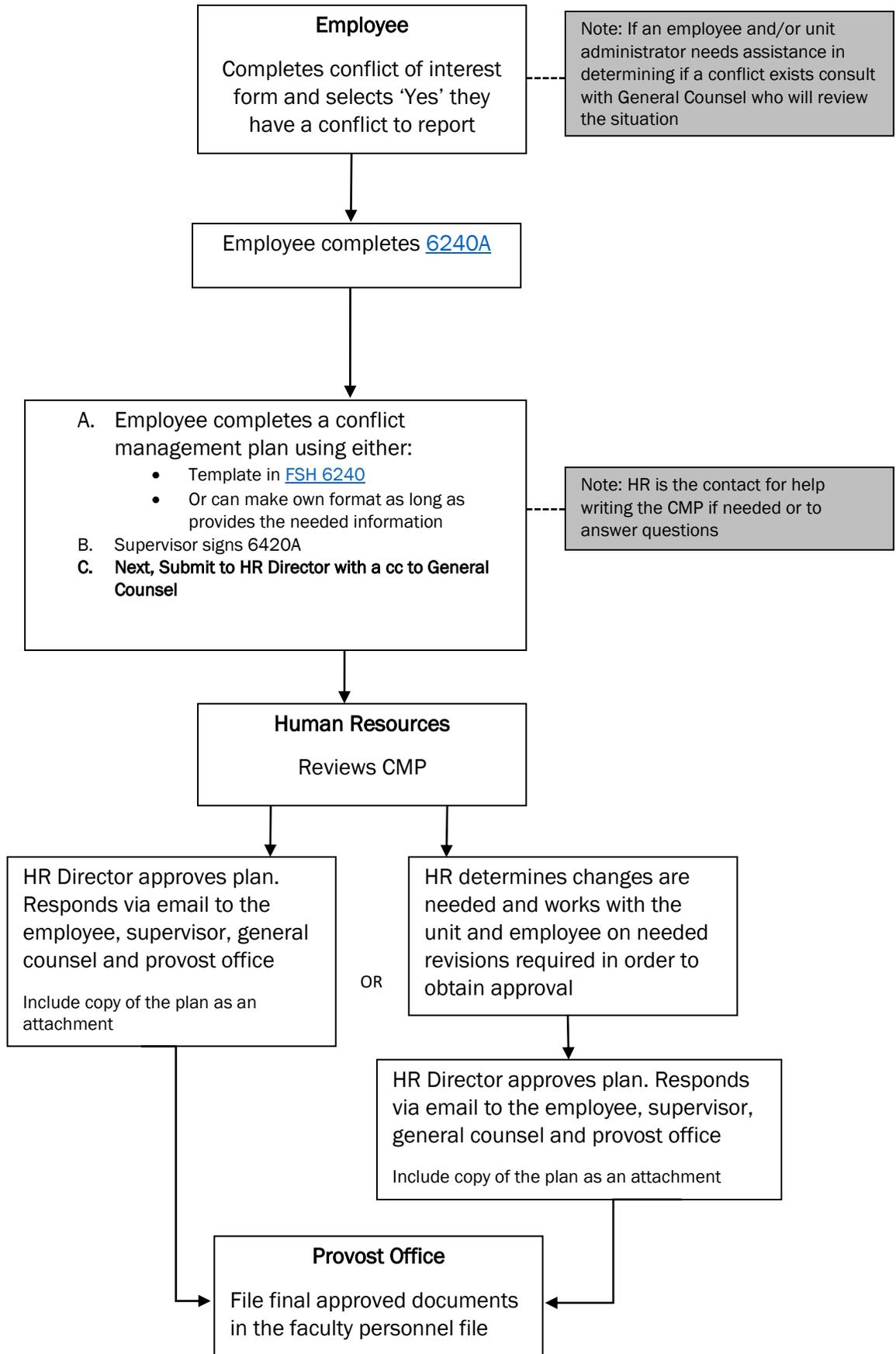
Submit documents to General Counsel at counsel@uidaho.edu
Submit documents to the Provost Office at provost@uidaho.edu

Outside Employment [\(FSH 3260\)](#)



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Conflict of Interest-Nepotism (FSH [6240](#) & [6241](#))



Conflict of Interest-Non-Nepotism (FSH 6240)

