

Consulting and Conflict of Interest Guidelines for FACULTY July 2011

Professional Consulting

The Faculty Staff Handbook, Section 3260, states current university policy governing professional consulting. All faculty members engaged in or considering professional consulting should consult this section to ensure compliance with its requirements.

<http://www.webs.uidaho.edu/fsh/3260.html>.

- 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.**
- Both the employee and approving supervisor and administrator must give careful consideration to questions of conflict of interest and commitment and university ethics (see below). A conflict management plan may be required.

Conflict of Interest or Commitment and Disclosure of Outside Employment

Current university policy addressing conflicts of interest or commitment is stated in FSH 6240.

<http://www.webs.uidaho.edu/fsh/6240.html>.

- 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.**
- 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**).

University Ethics policy can be found in the Faculty Staff Handbook 3170,
<http://www.webs.uidaho.edu/fsh/3170.html>.

Questions/Contacts: Ethical Guidance & Oversight Committee, (ethics@uidaho.edu) and
<http://www.president.uidaho.edu/default.aspx?pid=105492>

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.

FORM ROUTING

Form	Employee	College/Dept Supervisor Please check routing on form for appropriate copies in your unit	Office of the Provost & Executive Vice President **The Provost is the Dean/Unit manager supervisor**	Office of the Chair of the Ethical Guidance & Oversight Committee
3260A – Request to engage in consulting Copies Original	x	x(dept) & x(super) X(college)	n/a **X	n/a
3260B/6240B – 20+hrs and engaged in any consulting Copies Original	x	x	x	X
6240A – Disclosure of conflicts Copies Original	x	x	x	X
Conflict Management Plan (submit with 6240A) Copies Original	x	x	x	X
Annual Performance Evals with Potential Conflict Form (6240) Copies Original	x	x	X	n/a