

College of Sciences Policy

SUBJECT: Conflict of Interest	Effective Date: 02/13/14	Policy Number: COS003-1.2
	Supersedes: COS003-1.1	PAGE OF 1 2
	Responsible Authority: Dean	

POLICY STATEMENT

FACULTY

- ALL FACULTY ARE REQUIRED TO COMPLETE A CONFLICT OF INTEREST FORM [SEE CONFLICT OF INTEREST, OUTSIDE ACTIVITY/EMPLOYMENT REPORT (FORM AA21, FACULTY, FORMS & RESOURCES ON THE FACULTY RELATIONS WEBSITE: [HTTP://FACULTYRELATIONS.UCF.EDU/RESOURCES/](http://FACULTYRELATIONS.UCF.EDU/RESOURCES/) . THIS ON-LINE PROCESS MUST BE COMPLETED EACH YEAR AND SHOULD BE UPDATED AT ANY TIME THERE IS A SIGNIFICANT CHANGE IN ACTIVITIES THAT ARE POTENTIALLY RELEVANT TO CONFLICT OF INTEREST, OR IN THE EVENT THAT A NEW POTENTIALLY RELEVANT ACTIVITY IS ENGAGED IN.
- ALSO SEE ARTICLE 19 OF THE COLLECTIVE BARGAINING AGREEMENT-“CONFLICT OF INTEREST OR COMMITMENT/OUTSIDE ACTIVITY”:
[HTTP://WWW.COLLECTIVEBARGAINING.UCF.EDU/COMPLETECBA.ASP](http://WWW.COLLECTIVEBARGAINING.UCF.EDU/COMPLETECBA.ASP)
- ALSO SEE: “UCF REGULATIONS ON OUTSIDE ACTIVITY OR EMPLOYMENT”:
 - [HTTP://REGULATIONS.UCF.EDU/CHAPTER3/DOCUMENTS/3.018OUTSIDEACTIVITYOREM PLOYMENTFINAL SEPT14.PDF](http://REGULATIONS.UCF.EDU/CHAPTER3/DOCUMENTS/3.018OUTSIDEACTIVITYOREM PLOYMENTFINAL SEPT14.PDF)

USPS/A&P EMPLOYEES

- USPS/A&P EMPLOYEES ARE REQUIRED TO COMPLETE AND SUBMIT A “STAFF CONFLICT OF INTEREST” FORM TO THEIR CHAIR/DIRECTOR IF THEY ARE ENGAGED IN AN OUTSIDE ACTIVITY THAT REASONABLY MIGHT BE CONSIDERED TO FALL UNDER THIS POLICY.
- FORM: [HTTP://HR.UCF.EDU/FILES/CONFLICTOFINTEREST.PDF](http://HR.UCF.EDU/FILES/CONFLICTOFINTEREST.PDF)

EMPLOYMENT OF RELATIVES

- THE UCF EMPLOYMENT OF RELATIVES POLICY CAN BE FOUND AT THE FOLLOWING SITE: UCF POLICY STATEMENT-3.008.2: [HTTP://POLICIES.UCF.EDU/DOCUMENTS/3-008.2EMPLOYMENTOFRELATIVES.PDF](http://POLICIES.UCF.EDU/DOCUMENTS/3-008.2EMPLOYMENTOFRELATIVES.PDF)
 - THE REVISED EMPLOYMENT OF RELATIVES FORM IS LINKED DIRECTLY FROM THIS SITE. THIS FORM NEEDS TO BE COMPLETED AT THE TIME OF HIRE AS APPROPRIATE AND UPDATED EACH YEAR WHERE THE EMPLOYEE INDICATES THAT THEY ARE RELATED TO ANOTHER UNIVERSITY EMPLOYEE. DEFINITION OF WHAT IS CONSIDERED A “RELATIVE”

IS DETAILED IN THE UNIVERSITY POLICY STATEMENT AND ON THE EMPLOYMENT OF RELATIVES REPORTING FORM.

- IF THE EMPLOYMENT OF RELATIVES REPORTING FORM INDICATES THAT A “CONFLICT OF INTEREST” EXISTS, A “CONFLICT MANAGEMENT PLAN” MUST BE COMPLETED AND ATTACHED TO THE EMPLOYMENT OF RELATIVES FORM.
- The College of Sciences “Conflict Management Plan Guidelines” and “Reporting Template” can be obtained through each college unit’s HR Liaison.