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Owner: *Kimberly Ashley: Exe Dir Of Univ & Comm Affair*
Policy Area: *Governance*
References:

Conflicts of Interest and Conflicts of Commitment

Scope

This policy applies to all University employees

Purpose

This policy is intended to protect the credibility and reputation of the U. T. System Administration, the University, and their employees.

POLICY

1. **Primary Responsibility.** The primary responsibility of employees of The University of Texas Health Science Center at Tyler (the "University") is the accomplishment of the duties and responsibilities assigned to one's position of appointment.
2. **Un-Managed Conflicts of Interest and Conflicts of Commitment Prohibited.** University employees may not have a direct or indirect interest, including financial and other interests, or engage in a business transaction or professional activity, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the employees' duties to the University.
Activities on behalf of outside entities or individuals must not interfere with a University employee's fulfillment of his/her duties and responsibilities to the University. Such conflicts of commitment may arise regardless of the location of these activities, the type of outside entity, or the level of compensation.
3. **Use of Property.** University property may only be used for State purposes appropriate to the University's mission. Use of University property for any outside activity must be explicitly approved in writing by the approving authority.
4. **Noncompliance.** Noncompliance with this policy may subject one to discipline in accord with applicable procedures, up to and including termination of employment.
5. **Education and Training.** Training will be provided for those responsible for approving and managing outside activities and interests for the University, including, without limitation, annual distribution of this and other relevant HOPs to all University employees.
6. **Definitions.**
Conflict of Commitment - A state in which the time or effort that a University employee devotes to an outside activity directly or significantly interferes with the employee's fulfillment of his/her institutional

responsibilities or when the employee uses State property without authority in connection with the employee's outside employment, board service, or other activity (See Sec. 8, RR 30104). Exceeding the amount of total time permitted by U.T. System Administration or University policy for outside activities creates the appearance of a conflict of commitment.

Conflict of Interest - A significant outside interest of a University employee or one of the employee's immediate family members that could directly or significantly affect the employee's performance of the employee's institutional responsibilities. The proper discharge of an employee's institutional responsibilities could be directly or significantly affected if the employment, service, activity or interest: (1) might tend to influence the way the employee performs his/her institutional responsibilities, or the employee knows or should know the interest is or has been offered with the intent to influence the employee's conduct or decisions; (2) could reasonably be expected to impair the employee's judgment in performing his/her institutional responsibilities; or (3) might require or induce the employee to disclose confidential or proprietary information acquired through the performance of institutional responsibilities.

Immediate Family Members - include:

- a. a spouse;
- b. a dependent child or stepchild or other dependent, for purposes of determining federal income tax liability during the period covered by the disclosure statement; and
- c. a related or non-related, unmarried adult who resides in the same household as the individual and with whom the individual is financially interdependent as evidenced, for example, by the maintenance of a joint bank account, mortgage, or investments.

Attachments:

[Decision Matrix for Clinician Relationships with Industry](#)

Approval Signatures

Step Description	Approver	Date
Executive Cabinet	Carol Davis: Executive Assistant, Senior	07/2016
Office of Legal Affairs	Terry Witter: VP, Legal Affairs/ChiefLegalOf	06/2016
	Stephanie Fenter: Dir Program Planning	06/2016

Applicability

UTHealth