



Conflicts of Interest, Conflicts of Commitment and Outside Activities Policy

Definitions:

Conflicts of Interest occurs when employees are in a position to influence a decision on a policy or purchases where they might directly or indirectly receive a financial benefit or give improper advantage to associates.

Conflict of Commitment occurs when the time devoted to external activities interferes with a faculty or professional staff member's responsibilities to perform assigned duties, teach, conduct research and to meet obligations to students, colleagues, and the college.

Policy and Procedures

Conflicts of Interest

SGSC employees are required to make every reasonable effort to avoid actual or apparent conflicts of interest. Employees have an ongoing responsibility to report and fully disclose any personal, professional, or financial interest, relationship, or activity that has the potential to create and actual or apparent conflict with the employee's SGSC duties.

Conflicts of Commitment

SGSC employees are forbidden to engage in any occupation, pursuit or endeavor that will interfere with the regular and punctual discharge of that employee's official duties.

Outside Activities

Each SGSC employee with a work commitment of 30 or more hours per week (.75 or more FTE) must obtain written approval prior to engaging in compensated outside activities that relate to the employee's expertise or responsibilities as an SGSC employee. Such activities include consulting, teaching, speaking and participating in business, professional or service enterprises.

Certain staff are pre-approved to perform compensated outside activities if all six of the following conditions are met:

1. The employee's SGSC job has no supervisory responsibilities.
2. The compensated outside activity is not for a current or prospective SGSC vendor the employee interacts with, supervises or is involved in the selection of evaluation of;
3. The compensated outside activity occurs outside the employee's SGSC work hours;
4. No SGSC resources are utilized in the performance of the compensated outside activity;

5. The employee submits an [Outside Activities form](#) in advance to the employee's department head or director (resubmission is required annually); and
6. The compensated outside activity complies with any unit-specific restrictions imposed by the employee's unit, as approved in writing by Human Resources.

Procedures

Faculty or professional staff members desiring to engage in outside employment or practice of profession should complete the [outside activity form](#) and submit for approvals at least 30 days prior to the start date of the engagement. The form must be approved by the employee's department head/supervisor, Dean or Director the appropriate Vice President. Copies of approved applications shall be maintained in the department and in the individual's personnel file in the Office of Human Resources.

Exclusions

Do not use this form:

- If the external activity is a non-consulting job used for extra employment opportunities where the employee's primary skills and responsibilities as utilized by SGSC are not required and when the work is outside the normal work day (i.e. second job at night or on weekends), or
- To request to teach through [eCore](#), or
- To request to work for another USG institution ([USG Dual Appointment Agreement](#)).

Resources:

USG Conflicts of Interest, Conflicts of Commitment and Outside Activities