

Disclosure of Potential Conflict of Interest and Outside Employment

There are two forms for employee use in implementing both the UA Board of Trustees policy 450.1 on undertaking outside employment and the University of Arkansas Fayetteville campus policy on disclosing potential conflicts of interest and commitment, or the appearance thereof.

The form "Prior Approval of Outside Employment" implements the University of Arkansas Board Policy on outside employment. Full-time faculty and non-classified administrative staff members are required annually or as needed to obtain written approval from department head and dean prior to undertaking outside employment.

The second form "Disclosure of Potential Conflict of Interest and Commitment" must be completed by all faculty, classified and non-classified staff annually or more often as needed.

Each employee is required to read the two policies and to complete the form(s) which apply to his or her situation and employment status. Copies of the policies are in the current Faculty Handbook.

All requests to undertake outside employment and all disclosures must be reviewed by the employee's immediate supervisor and in turn by the supervisor's immediate superior. A copy of the form, either approved or outlining steps to manage the potential conflict, must be returned to the employee completing the form, and the original form must be retained in the office of the employee's supervisor.

These forms should be distributed annually to all employees and made available throughout the year for those employees who need to disclose any changes in circumstances as those changes occur.

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