Appendix E: Conflict Management Plan Template

NOTE: This template is meant as an example only. It should be modified to fit a given situation/conflict.

Employee Name and ID#:

Company or Entity:

Rationale

This Conflict Management Plan (CMP) is in order because ____________

Company or Entity Role

Dr. ______ serves as _______________ to _____________. S/he will be limited to ______ days per ______ to ____________. If S/he serves as CEO, that shall be a temporary position limited to nine months after _____________.

Travel

Given the potential conflicts of interest, Dr._________ must be careful to properly document all University travel funds spent and to conduct only University business during such travel. All travel for ____ must be paid for by ____ and the time and effort issues related to such travel shall be coordinated with the department head and receive prior approval.

Supervision and Advising of Students

If any of Dr. _______ students are to be employed by this Entity, another faculty member will be appointed as their academic advisor. Any certification required regarding the students’ time and effort shall be completed by the academic advisor. If any of the students are graduate level and have a dissertation or thesis committee chaired by Dr. _____, these committees will be co-chaired by another appropriate faculty member to insure objectivity.

Supervision of Other Personnel

If other personnel or subcontracts are to be employed by this Entity, another supervisor(s) will be appointed for these individuals and will pay personal attention to all work completed by these individuals.

Expenditure of funds

All expenditures will be approved by Dr. ____ through the electronic protocols set up by the University. Through this protocol no purchase can be made without electronic approval. The only exceptions are purchases made through blanket purchase orders but the formation of these must also be approved by Dr. _____

Equipment and Facilities

While the University wishes to support the creative and entrepreneurial endeavors, the educational and research mission must take precedence. It is imperative that the interests of the entity not supplant the mission of the University. All projects for the entity shall include in the budget, appropriate user fees for the use of any University equipment. The use of University facilities shall be only through a Sponsored
Research Agreement, Facilities Use Agreement, or a lease agreement with the University of Arkansas Technology Development Foundation.

**Intellectual Property**

As a full time employee of the University, intellectual property developed by Dr. ________ under these circumstances will be the property of the University of Arkansas. The statement of work will have a section addressing the background intellectual property that will be used in this project as well as identifying those areas where potential intellectual property belonging to the University of Arkansas may be developed.

**Reporting Exchange**

All reports to be submitted to the entity will be reviewed and approved by ________________.

**Unresolved Issues**

In the event that problems arise that cannot be resolved by the plan outline above, the matter will be resolved collaboratively among the Vice Provost for Research and Economic Development, College Dean, and Department or School Chair/Head.

**AGREED:**

Dr. ________, Date Dr. ____________, Dept. Head Date

Dr. ____________, College Date

**APPROVED:**

Dr. ________, Date ________, Director Date

Vice Provost for Research and Economic Development Office of Compliance