POLICY STATEMENT

Conflicts of interests, including those arising from University or outside activities are prohibited. Employees are responsible for resolving such conflicts of interest, working in conjunction with their supervisors and other University officials.

Any University employee considering outside activity/interest is required to complete the Report of Outside Activity Form prior to engaging in such activity and may not engage in such activity until the outside activity has been approved.

The Report of Outside Activity Form must be completed on an annual basis and/or when an outside activity begins or substantially changes or has not been previously reported. Faculty employees must make this report each year even if they are not engaged in an outside activity.

The reporting provisions shall not apply to activities performed wholly during a period in which the faculty employee has no appointment with the University.

Employment at other educational institutions of higher education is generally defined as a conflict of interest. Therefore, barring special circumstances as outlined below, full-time faculty employees and administrators should not commit themselves to compensated employment at other colleges, universities or serve in any capacity on the Board of Trustees of any other colleges or universities.

Special circumstances for permitting employment at another educational institution may include:

- Emergency need at another institution caused by accident or illness.
- Summer teaching, if not appointed at FIU.
- A vocational instruction.
- Unpaid leave of absence.
- Acceptance into a faculty/administrator development program.
- Approved faculty/administrator exchange with another institution.
- Programs approved as part of an inter-institutional agreement.
• Sabbatical leave when such employment is part of the approved sabbatical proposal.
• Instruction of a course which is not offered at FIU and in a program that does not exist at FIU.

SCOPE
This policy applies to all employees except in-unit faculty. In-unit faculty should refer to the FIU/BOT & UFF Collective Bargaining Agreement.

REASON FOR POLICY
The University is required by the Florida Statutes and the University Code of Conduct to ensure that its employees follow a code of conduct which avoids any conflict of interest, or appearance of conflict of interest, between the performance of the employee’s public duties and any outside personal interests.

DEFINITIONS

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<td>Outside Activity</td>
<td>Means any private practice, private consulting, additional employment, teaching or research, or other activity whether compensated or uncompensated, which is not part of the employee’s assigned duties and for which the University provides no compensation.</td>
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<td>Conflict of Interest</td>
<td>Means any conflict between the private interests of the employee and public interests of the university, the Board of Governors, or the State of Florida, or any activity which interferes with the performance of the employee’s professional or institutional responsibilities or obligations.</td>
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ROLES AND RESPONSIBILITIES
All employees will disclose any outside activity before engaging in such activity and obtaining approval from supervisor and Division of Human Resources. Supervisors will carefully review the activity to ensure there is not a conflict. Division of Human Resources will provide guidance and approve/deny requests.

RELATED RESOURCES
N/A
CONTACTS

Florida International University
Division of Human Resources
Employee & Labor Relations, PC 236
Miami, FL  33199
Telephone: 305-348-4186
e-mail: ELR@fiu.edu

HISTORY

Initial Effective Date: July 2005
Review Dates (review performed, no updates): N/A
Revision Dates (updates made to document): April 29, 2021 (policy template format only)