



TO: Office Heads and Managers of Academic Departments, Programs, Centers, and Institutes

FROM: Lianne Sullivan-Crowley

DATE: January 23, 2012

SUBJECT: Conflict of Interest and Conflict of Commitment: Annual Disclosure Process

I am writing to remind you of the University's conflict of interest and conflict of commitment process for staff members hired through the Office of Human Resources. Individuals appointed through the Office of the Dean of the Faculty should follow the DoF procedures.

By **Wednesday, February 22, 2012**, all employees should:

1. review the University's conflict of interest policies;
2. read the updated guidelines, "[Conflict of Interest and Conflict of Commitment: Understanding Your Obligations](#)," to help you and your employees more easily recognize situations that might create a conflict of interest, a conflict of commitment, or an appearance of a conflict; and
3. complete the [Conflict of Interest and Conflict of Commitment—Annual Staff Disclosure Form](#) for the 12-month period ending December 31, 2011.

By Wednesday **February 29, 2012**, you should forward the following information to your vice president or dean and, in the case of academic department managers, to [Karen Haskin](#), director of academic management, Office of the Provost, 323 Nassau Hall:

1. a copy of your own annual disclosure form;
2. an e-mail or memo to confirm that all staff members in your department have reviewed the policies and completed the form; and
3. a hard copy of all disclosure forms for employees who identified a conflict of interest. Your vice president, dean, or the director of academic management will confer with me to address and resolve these situations.

In summary, as a manager you are responsible for:

1. disseminating the policies listed below and the disclosure form to all employees hired through the Office of Human Resources;

2. ensuring all employees review the policies and complete the disclosure form; and
3. informing your vice president or dean of any individual who reports a conflict of interest or conflict of commitment. Managers in academic departments, programs, centers, and institutes should report the information to Ms. Haskin. How you manage this step is especially important in departments that have several tiers of management up to and including the executive officer. Your **senior HR manager** is also available for consultation to help you assess the information disclosed.

Conflict of Interest Policies and Related Documents

[Conflict of Interest and Conflict of Commitment—Annual Staff Disclosure Form](#)

[Conflict of Interest and Conflict of Commitment: Understanding Your Obligations](#)

[2.1.5 Employment of Members of the Same Family or Household](#)

[5.2.1 Conflict of Interest](#)

[5.2.2 Nepotism and Personal Relationships in the Workplace](#)

[5.2.3 Consulting and Other Outside Activities](#)

[5.2.4 Purchasing and Contracts](#)

[5.2.5 Use of University Resources](#)

[5.2.6 Gifts and Gratuities](#)

[5.2.7 Solicitation and Distribution](#)

Should you have any questions or concerns about these policies, please contact your **senior HR manager**. Managers of union employees should contact **Pierre Joanis**, 8-8641; **Rhonda Hospedales**, 8-1338; or **Karen Bredbenner**, 8-9117.