

UNIVERSITY OF ILLINOIS  
AT SPRINGFIELD

Office of the Provost and Vice Chancellor  
Division of Academic Affairs  
Public Affairs Center, Room 528  
One University Plaza, MS PAC 525  
Springfield, Illinois 62703-5407

September 17, 2009

Dear Colleagues,

Active participation by faculty and other members of the academic staff in external activities that enhance their professional skills or constitute public service can be beneficial to the University as well as to the individual. However, such activities can lead to conflicts of commitment or interest with regard to one's University responsibilities.

The University of Illinois *Policy on Conflicts of Commitment and Interest* provides a general framework against which the propriety and advisability of non-University activities can be measured and monitored. The policy makes every effort to balance the integrity and interests of the University of Illinois with the integrity and interests of individual academic staff members.

The policy calls for all academic staff members (full-time faculty, part-time faculty, and academic professionals) to complete annually a **DISCLOSURE AND REQUEST FOR PRIOR APPROVAL** form listing non-University activities.

I recognize that issues related to reporting conflict of interest and conflict of commitment are complex. You have several sources of information to help answer questions related to completing the form. Employee instructions, a list of *Frequently Asked Questions*, and other information is located at [www.uis.edu/grants/policies/rmua.html](http://www.uis.edu/grants/policies/rmua.html). You can also address questions by phone or e-mail to Deb Koua, Coordinator of Grants and Contracts. Finally, the administrator who serves as the primary reviewer of your form can also be consulted for advice on completing it. Here are some specific instructions to follow:

- **Fill out page 1 only;** your Primary Reviewer will complete page 2
- Make a complete disclosure of your non-University activities, and attach any required explanations
- Sign and date on page 1, and return the form to your Primary Reviewer by **October 2, 2009**.
- Primary Reviewers are listed on the following pages, and posted to [www.uis.edu/grants/policies/documents/PrimaryReviewers2009.pdf](http://www.uis.edu/grants/policies/documents/PrimaryReviewers2009.pdf). **Please note: the list of Primary Reviewers is more extensive than in previous years. Please pay careful attention to the attached list; contact Deb Koua with any questions.**

Please also note that if we do not receive your form by October 2, 2009, the University has the right to impose sanctions consistent with the rights of academic staff members under the *University Statutes*. Thank you for your cooperation.

  
Harry J. Berman  
Provost and Vice Chancellor for Academic Affairs