

University of Illinois Springfield
Reporting of Non-University Activities
Answers to Commonly Asked Questions

1. Why is the reporting of non-University activities necessary?

Illinois state law and the University's *Statutes* and *General Rules*

www.vpaa.uillinois.edu/policies/ require faculty and other academic staff members to report certain categories of activities. Most external activities are compatible with, and often beneficial to, the University duties of academic staff members. The reporting process and our conflict of interest policy, the *Policy on Conflicts of Commitment and Interest*

www.vpaa.uillinois.edu/policies/conflict_toc.asp, are not intended to discourage non-University activities that do not present any conflicts. However, there are some activities that might present conflicts with University duties and those activities must be carefully reviewed and monitored to prevent problems. Our policy and reporting process have been developed to manage conflicts by informing academic staff of the University's policies in these matters, guiding them as they engage in non-University activities, and enabling these activities to be monitored appropriately.

2. What is the relationship between this form and the disclosure of outside employment form I used to fill out?

This form and process replace the previous form.

3. What is the relation between this form and the "Statement of Economic Interests" form?

The Statement of Economic Interests form is part of a separate policy and procedures. Please see the information provided on Disclosure of Economic Interests at

<http://www.ethics.uillinois.edu/statements/index.html>

4. Who must report?

All academic staff members must report; that is, all faculty (including part-time faculty), academic professional staff, and postdoctoral research associates with appointments greater than 0%.

5. Why do part-time academic staff members have to report?

Although the state law requires only full-time staff members to make disclosures, the University of Illinois' *Policy on Conflicts of Commitment and Interest* also requires part-time staff members to disclose outside activities. Even part-time employees may have outside activities that are in conflict or appear to be in conflict with their University duties and are therefore required to complete Section I of the form.

6. Are part-time faculty required to list non-university income producing activities (Section II)?

The threshold for listing non-university income-producing activities is 75% employment.

Typically, those part-time faculty members teaching one or two courses per term would not be required to list activities under Section II. Individuals can contact the dean's office if they have questions regarding their percentage appointment.

7. How often does an academic staff member have to complete a form?

The state law requires forms to be submitted annually. **Forms should be updated in the interim if significant changes in activity occur.** It is the responsibility of the primary reviewer to collect all forms from faculty and academic staff members, and to forward them to the Office of the Provost. Whether or not an updated form is filed, advance written approval of all external income-producing activities is required.

8. What are the consequences of not filling out the form?

Annual filing of this form is a condition of employment at the University of Illinois. The University has the right to impose sanctions consistent with the rights of academic staff members under the *University Statutes* if an employee fails to file the form.

9. Who signs and approves the individual forms?

The Dean, Vice Chancellor or Executive Director of the unit in which faculty and academic staff members hold their primary appointments is responsible for evaluating all potential conflict situations reported (or otherwise known) before acting to approve or disapprove the activities. These individuals have been designated as “Primary Reviewers.” In cases of joint appointments greater than 0%, the primary reviewer of the secondary unit should also review and sign the form.

10. Who signs and approves the primary reviewer’s form?

The Provost reviews and signs these forms.

11. Where will completed forms reside?

All forms will be forwarded to the Provost by the primary reviewers. The Provost’s office will retain the forms for 5 years, or as long as the staff member is at the University, whichever is longer.

12. Do I need to have approval for outside activities?

Yes, academic staff members must obtain prior written approval from their unit executive officer to engage in non-University, income-generating activities or other external activities that may conflict with their University responsibilities.

13. Does the amount of money received for a non-University activity need to be reported?

No. Information about payment is not required on the form itself; primary reviewers may require such information separately if needed to assess the potential, actual, or apparent conflicts presented by an outside activity.

14. How should time spent on non-University activities be calculated?

All time should be reported in terms of the number of days devoted to it. Eight hours of activity equals one day.

15. When reporting time spent on non-University activities, do I have to include travel time?

Yes.

16. Does the ownership of rental property need to be reported?

Yes, time spent on this activity should be reported. Ownership of income property must also be considered when assessing potential conflicts of interest and/or conflicts of commitment in the screening questions in section I of the form.

17. Do new staff members have to report their activities performed before their University of Illinois employment?

No, they need only report their activities prospectively.

18. Does time spent working for other University units on a contractual basis need to be reported?

No. Payments received through the University are not within the scope of this reporting process, which covers only non-University activities. However, you should inform your dean or supervisor of your intention to work for the University outside of your unit.

19. Do staff members who are out of the country, on a leave of absence, on sabbatical, or on sick leave need to complete a reporting form?

Not while away. The staff member's unit is responsible for seeing that a form is submitted upon return to campus. If the absent employee applies for a federal grant or contract while on leave or out of the country, a reporting form must be filed before the proposal is sent to the funding agency.

20. I serve on the board of directors for Planned Parenthood. Do I have to disclose this activity?

Generally, this policy is not concerned with unremunerated activities. However, any activity that might present or appear to present a conflict of interest or commitment with your University of Illinois appointment should be reported. For example, if your time commitment to an activity interferes with your accessibility by students, staff, and other clients, a conflict of commitment could exist and the activity should be reported.

21. I hold a part-time job on nights and weekends. This job does not interfere with the performance of my university job Monday – Friday. Am I required to report this activity?

Yes, all income-generating activity performed outside of the university must be disclosed. This includes activity that takes place outside of one's normal university work schedule. Most part-time jobs would not be considered to pose a conflict of commitment or interest. However, the activity must be disclosed.

22. I am a faculty member, and I understand that I am allowed one day per week to pursue outside activities. Do I need to report activities that fall within that range?

Yes. While interaction between academic staff members and external entities for reasonable periods of time and for personal remuneration is desirable and encouraged when the relationship enhances the professional skills of staff members, or constitutes a public service activity and is a benefit to the University, the time allowable will vary among individuals, from discipline to discipline, from one type of proposed activity to another, and will be affected by specific departmental needs to meet teaching, research, service, and governance functions. As a practical

guide and subject to prior approval, the University may approve the equivalent of up to one day per week for full-time faculty (40 days per academic year appointment and 52 days per calendar year appointment). Such a commitment is not an automatic entitlement and requires prior written approval by the unit executive officer.

23. If my primary reviewer determines that a conflict of interest or commitment exists, will I be forbidden from participating in that activity?

Not in every situation. Conflicts of commitment and interest occur because of the type and scope of activities engaged in by the University and its academic staff members. The mere existence of a conflict, real or potential, will not necessarily exclude a particular activity. In many instances, steps can be taken to manage the conflict situation and allow for continuation of the activity.

24. I am a faculty member with a 9-month contract. During the summer months I plan to teach a course at another institution. Does that activity need to be disclosed?

Yes. Please see the Policy Clarification Conflicts of Commitment and Interest in Teaching at http://www.vpaa.uillinois.edu/policies/conflict_clarification.asp. See also question #25 below.

25. I am a faculty member with a 9-month contract. During the summer months I plan to work independently on my research and part-time for another company. Do these activities need to be disclosed?

The Policy on Conflict of Commitment and Interest states that, "For reporting and review purposes, conflicts of commitment only occur during the contract period; conflicts of interest can occur beyond the contract period." Therefore, many independent activities conducted while the faculty member is not on contract would not need to be disclosed. However, if the activity could pose a potential conflict of interest with the University, such as working for a company that does business with the University, then the activity should be disclosed.

26. Why am I required to report contractual agreements with publishers, but not royalties I am receiving?

Receiving royalties is a passive act that requires no further time commitment from you. However, a contract with a publisher requires a time commitment on your part and therefore must be disclosed.

27. Where can I get the form and further information?

The form is available at www.uis.edu/grants/conflictinterest. The University's Policy on Conflict of Commitment and Interest is located at www.vpaa.uillinois.edu/policies/conflict_toc.asp. Questions should be referred to Deb Koua, Grants and Contracts Coordinator, at 206-7409, email koua.deb@uis.edu.