

MSSU COI Disclosure (All Employees)

Name: _____ S#: _____

Outside Employment

Complete within 72 hours of commitment to outside activity

I am currently engaged in outside employment, consulting, teaching for other institutions, business ownership and/or other activities of a paid, discretionary or voluntary nature that demand a significant time commitment during standard operational hours of work. (For additional detail on the activity, please reference Chapter 8 of the Faculty Handbook the Employee Handbook or the University conflict of interest policy.)

Yes

No

(1)	(2)	(3)	(4)
Employer/Organization	Employer/Organization	Employer/Organization	Employer/Organization
Nature of Activity	Nature of Activity	Nature of Activity	Nature of Activity
Time Commitment (Average Hours per Week)	Time Commitment (Average Hours per Week)	Time Commitment (Average Hours per Week)	Time Commitment (Average Hours per Week)
Expected Completion Date of Activity (Month / Year)	Expected Completion Date of Activity (Month / Year)	Expected Completion Date of Activity (Month / Year)	Expected Completion Date of Activity (Month / Year)
Other Comments	Other Comments	Other Comments	Other Comments

VP Approval and Comments:

Approved

Disapproved

Approved with Modifications

Comments: _____

To be completed annually on July 1st each year as well as when a change occurs. In such cases, immediate disclosure is required.

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Conflict of Interest

Please indicate whether you are actively engaged in any of the following situations, which may constitute a conflict of interest:

1. Selection of an entity as a University vendor by an employee who has a personal or economic interest in that entity or is related to someone with a personal or economic interest in that entity.
 Yes No
2. Use of the University name, logo, trademarks, or service marks intended to endorse or promote individual entities not affiliated with the University or to otherwise enhance private gain.
 Yes No
3. Employment of students for private gain.
 Yes No
4. Acceptance of other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of his or her duties at the University.
 Yes No
5. Intentionally or knowingly solicit, accept or agree to accept any benefit for having performed the employee's duties in favor of another.
 Yes No
6. Required use of books, supplies, equipment, or other instructional resources at the University when they are created or published by the employee or by an entity in which the employee has a financial interest or by someone who is related to that employee, unless prior written approval from the University is obtained.
 Yes No
7. Operation of a personal or "sideline" business, or working a second or "moonlighting" job if activities related to the other employment or personal business disrupt or adversely impact the performance of responsibilities owed to the University.
 Yes No
8. Charitable or volunteer work, or other activities unrelated to the University, which involve a commitment of time that disrupts or adversely impacts the performance of responsibilities owed to the University.
 Yes No

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9. Solicitation of students, employees, or patrons of the University, on campus or during or in connection with University activities.
 Yes No
10. Using University resources or contact information, for the purpose of attempting to sell, buy, or trade products or services to others for personal gain or to benefit persons or organizations other than the University.
 Yes No
11. Directly or indirectly supervise / advise / evaluate an MSSU student or employee that works for you in an off-campus enterprise in which you are an owner or manager.
 Yes No
12. Use of personnel, facilities, assets, equipment or supplies of the University with any outside non-University sponsored activities for personal gain or to benefit persons or organizations other than the University.
 Yes No
13. Use of personnel, facilities, assets, equipment or supplies of the University to conduct political campaigns or to promote or oppose specific candidates or political issues for personal gain or to benefit persons or organizations other than the University.
 Yes No
14. If you checked “Yes” to any of the above situations, please provide an explanation below:

Consensual Relationships:

I am currently engaged in a dating, intimate or sexual relationship (aka “consensual relationship”) with any student or an employee for whom I have, or may have, professional responsibility.

(“Professional responsibility” means, directly or indirectly, teaching, advising, supervising, mentoring, evaluating, coaching or doing research with a student)

- Yes No

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