MEMORANDUM

TO:  Vice Presidents – Norman Campus  
Deans, Directors and Chairs – Norman Campus  
Faculty and Monthly Staff – Norman Campus

FROM:  Nancy L. Mergler  
Senior Vice President and Provost

Kyle Harper  
Senior Vice Provost

DATE:  March 13, 2014

SUBJECT:  Required reporting for conflicts of Interest and related policies

This memo explains how to fulfill your annual reporting requirement for conflicts of interest and related policies. The online reporting form is here:  http://www.ou.edu/content/provost/coi-disclosures.html

POLICY. The Norman Campus Conflicts of Interest and Outside Employment policies set forth responsibilities we have as educators, researchers, and stewards of the University’s resources. The Conflicts of Interest policy addresses financial conflicts, non-financial conflicts of commitment, use of university resources, and other issues that arise when personal interest and professional responsibility converge. The Outside Employment and Extra Compensation policy addresses permissible forms of employment and consulting activity outside the University. A number of other policies govern related issues such as personal use of OU resources. See links below for all policies. These policies require disclosure of outside activities and interests that may affect the exercise of your University duties.

FORMS. This year the Norman Campus will be using a combination of online and paper forms. The online form (see link above) consists of four core sections to be completed by everyone. If you have nothing to report, you will complete only the online portion. Conflicts, outside employment, and extra-compensation activities will be reported on paper. If you have something to report, the online form will direct you to the appropriate printable form.

WHO MUST REPORT. Anyone with an actual conflict of interest must report it. In addition, whether or not there is any conflict to report, an annual disclosure form should be filed by the following:

- Ranked and unranked faculty, whether full- or part-time (professors, associate professors, and assistant professors, including research faculty and renewable term faculty, plus lecturers and instructors)
- Research scientists, senior research scientists, research associates, senior research associates, and post-doctoral positions including research fellows and scholars.
- Monthly staff members in academic areas, and in other areas as required by your VP.
ADDITIONAL FILING INSTRUCTIONS.

All questions should be answered with reference to the entire 2013-2014 fiscal year whether the activity is past, ongoing, or planned. Completed online forms are received in the Provost Office. If you need to complete them, paper forms should be submitted to your chair, director, or supervisor. The Chair or director will then forward to the appropriate dean. Deans should complete and submit the review form to the Provost. The Provost should receive the forms no later than April 18, 2014.

Please contact Will Spain in the Provost office, (405) 325-1264 or at wcs@ou.edu, with any questions regarding the conflicts forms. Specific questions about outside employment / extra compensation may be addressed to Diana Fitzpatrick (405) 325-5059 or at dfitzpat@ou.edu.

POLICY LINKS.

Conflicts of Interest Policy
Faculty Handbook sec. 5.10 https://apps.hr.ou.edu/FacultyHandbook/#5.10
Staff Handbook sec. https://apps.hr.ou.edu/StaffHandbook#5.20 (ref. only)

Outside Employment and Extra Compensation
Faculty Handbook sec. 5.7 https://apps.hr.ou.edu/FacultyHandbook/#5.7
Staff Handbook sec. https://apps.hr.ou.edu/StaffHandbook#5.3

Other relevant policies:

Academic Freedom and Responsibility
Faculty Handbook sec. 3.2 https://apps.hr.ou.edu/FacultyHandbook/#3.2

Class Attendance (Faculty)
Faculty Handbook sec. 4.19 https://apps.hr.ou.edu/FacultyHandbook/#4.19

Compliance Policies
Faculty Handbook sec. 3.30 https://apps.hr.ou.edu/FacultyHandbook/#3.30

Conducting Private Business from a State-Owned Facility
Faculty Handbook sec. 5.24 https://apps.hr.ou.edu/FacultyHandbook/#5.24

Consensual Sexual Relations Policy
Faculty Handbook sec. 3.11 https://apps.hr.ou.edu/FacultyHandbook/#3.11
Staff Handbook sec. 5.23 https://apps.hr.ou.edu/StaffHandbook#5.23

Faculty Accountability (with link to State Ethics Rules)
Faculty Handbook sec. 3.3 https://apps.hr.ou.edu/FacultyHandbook/#3.3

Intellectual Property Policy
Faculty Handbook sec. 3.29 https://apps.hr.ou.edu/FacultyHandbook/#3.29
Staff Handbook sec. 3.14 https://apps.hr.ou.edu/StaffHandbook#3.14 (ref. only)

Nepotism
Faculty Handbook sec. 5.6 https://apps.hr.ou.edu/FacultyHandbook/#5.6
Staff Handbook sec. 5.2 https://apps.hr.ou.edu/StaffHandbook#5.2

Official Communications
Faculty Handbook sec. 5.17 https://apps.hr.ou.edu/FacultyHandbook/#5.17

Professional Activities of the Faculty
Faculty Handbook sec. 3.6 https://apps.hr.ou.edu/FacultyHandbook/#3.6

Sale of Required Course Material to Students
Faculty Handbook sec. 4.25.1 https://apps.hr.ou.edu/FacultyHandbook/#4.25.1

Sports Agents
Staff Handbook sec. 5.3.1 https://apps.hr.ou.edu/StaffHandbook#5.3.1

Use of State Vehicles for Private Purposes
Faculty Handbook sec. 5.22 https://apps.hr.ou.edu/FacultyHandbook/#5.22
Staff Handbook sec. 5.11 https://apps.hr.ou.edu/StaffHandbook#5.11