

# UIC POLICIES AND PROCEDURES

		NUMBER 301
MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 2
SUBJECT Conflict of Interest – Employment Outside the University of Illinois		EFFECTIVE 04/01/1997
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources		APPROVED BY Chancellor

## PURPOSE

To provide a reporting procedure whereby the non-university activities of academic staff can be monitored in order to: a) identify possible conflicts of interest or commitment; b) determine that no significant or potential conflict exists; c) address any such conflict before it becomes a serious problem for the staff member and the University; d) enable monitoring of non-university activities; and e) inform academic staff of the University's policies in these matters.

## SOURCES AND BACKGROUND

University of Illinois Statutes  
 The General Rules Concerning University Organization and Procedure  
 University of Illinois Guidelines and Procedures on Conflicts of Interest Policies

## APPLICABILITY

Academic staff, part time or full time. The academic staff includes the faculty ranks of professor, associate professor, assistant professor (and all of the foregoing whose appointments contain such terms as "research," "adjunct," "visiting," or "clinical"), instructor, and lecturer, as well as academic professionals and postdoctoral associates. For the purpose of this Policy, students, including medical residents, are not considered academic staff.

## POLICY

Illinois State Law and University Statutes and General Rules require that all salaried UIC academic staff submit annual reports of non-university activities. The process of reporting retrospective (the previous year) and prospective (the coming year) activities is overseen by the Office of the Vice Chancellor for Research. The reporting procedure is not intended to discourage external activities that do not present conflicts of interest or commitment with respect to obligations to the University or the performance of University duties. The following web site provides more information about the Policy, the reporting process, and managing conflicts:

<http://www.research.uic.edu/conflict>

## PROCEDURES

### RESPONSIBILITY

1. Vice Chancellor for Research
2. Department/Unit Head
3. Employee
4. Department/Unit Head

### ACTION

- Makes Report of Non-University Activities (RNAU) forms and instructions available to academic staff and department/unit heads.
- Ensures that appropriate employees complete the forms by the stated deadline.
- Completes and returns required form to department/unit head by the stated deadline.
- Reviews and approves or disapproves activities on the basis

# UIC POLICIES AND PROCEDURES

NUMBER 301	
MANUAL  Human Resources	SECTION  Employment Guidelines
PAGE  2 of 2	
SUBJECT  Conflict of Interest – Employment Outside the University of Illinois	EFFECTIVE  04/01/1997
REVISED  06/25/2007	
ISSUED BY  Vice Chancellor for Human Resources	APPROVED BY  Chancellor

5. Dean or Vice Chancellor

of potential conflict. Obtains, updates, and completes checklist of RNUA forms received by the unit. Signs and retains forms. Sends checklist and forms indicating potential conflicts to the next administrative level by the stated deadline.

Reviews forms indicating potential conflicts and approves or disapproves the activities. Signs checklist and forms, sends checklist and forms to the Office of the Vice Chancellor for Research by the stated deadline.

6. Vice Chancellor for Research

Assists in resolving potential conflicts of interest and commitment. Has final authority for conflict of commitment cases and conflict of interest cases that receive unanimous approval in the regular reporting channels. Informs appropriate university officials of decision reached. Sends conflict of interest cases that do not receive unanimous approval in the regular reporting channels to the Vice President for Academic Affairs for final decision.

7. Vice President for Academic Affairs

Has final authority for conflict of interest cases that do not receive unanimous approval in the regular reporting channels. Informs appropriate university officials of the decision reached.