

Roosevelt University
Policy on Conflict of Interest and Conflict of Commitment

Approved by the Board of Trustees on June 19, 2014

I. Purpose

The consistent conduct of Roosevelt University (“University”) business in an honest and ethical manner is vitally important to maintaining public trust and confidence in the University and its employees and representatives. Thus, members of the Board of Trustees, Administrative Officers, Faculty and Staff of the University (hereby known as “Interested Persons”) shall at all times act in a manner consistent with their fiduciary responsibilities to the University and shall exercise particular care that no detriment to the University results from conflicts between their interests and those of the University. This policy is to assure that conflicts of interest which occur are appropriately disclosed and resolved.

The purposes of this Policy are to educate all Interested Persons about situations that generate Conflicts of Interest and Conflicts of Commitment; to provide means for individuals and the University to manage these conflicts; to promote the best interests of students and others whose work depends on Interested Persons direction; and to describe situations that are prohibited. All members of the University community are expected to conduct University business with high ethical and legal standards. This Policy establishes a standard of conduct to protect the financial well-being, reputation and legal obligations of the University. Furthermore, this Policy establishes a method to protect the University community from questionable circumstances that might arise and to resolve any apparent or real conflicts.

It is the policy of the University that all Interested Persons conduct the affairs of the University in accordance with the highest ethical and legal standards. To avoid a conflict between personal or professional interests and University interests, individuals must not be in a position to act on behalf of or make decisions for the University if their personal economic gain or interest may directly or indirectly influence, or have the appearance of influencing, the performance of their University duties.

Good judgment of Interested Persons is essential, and no list of rules can provide direction for all the varied circumstances in which actual or potential conflicts may arise. If a situation raising questions of Conflict of Interest or Conflict of Commitment arises, Interested Persons are required to discuss the situation with the President, Provost, college dean, direct supervisor, or the University’s Office of Change Management. Access to information collected in connection with this Policy will be limited to those persons both inside and outside the University community with a need-to-know and will be shared with third parties in accordance with University policy and federal regulations (if applicable).

The University’s commitment to maintaining the confidentiality of disclosures will not restrict the University’s ability to require disclosure to manage any actual or potential conflicts of interest.

II. Definitions

Conflict of Interest	A situation in which an individual's financial, professional or other personal considerations may directly or indirectly affect, or have the appearance of affecting, his or her professional judgment in exercising any University duty or responsibility.
Conflict of Commitment	A situation where an individual engages in activities outside the University community, either paid or unpaid, that interferes with his or her primary obligation and commitment to the University.
Trustee	Trustee shall mean a voting member of the Roosevelt University Board of Trustees as defined in the University Bylaws.
Administrative Officer	Administrative Officer shall mean those employees who serve in cabinet-level positions, i.e. President's Council and Provost's Council, as well as those employees with duties and responsibilities directly related to the operations of the University, including those in a position to affect decisions as to the purchase or disposal of property or services, settlement of claims or other business obligations.
Faculty	Faculty means any person possessing either a full- or part-time academic appointment in Roosevelt University, normally excluding adjunct faculty. ¹
Financial Interest	A Financial Interest is an interest in a business or the receipt or right to receive certain types of remuneration received from an entity in the twelve months preceding the disclosure, when aggregated, exceeds \$5,000. <u>If the individual or transaction is subject to other regulatory guidelines defining a lower threshold, the lower threshold will be used.</u>
Immediate Family	The immediate family of a Trustee, Administrative Officers, Faculty, or Staff includes his or her spouse, dependent children, domestic or civil union partner, and others as defined in the Faculty Handbook and Staff Handbook.

¹ Adjunct Faculty serving as principal key personnel on grants or other initiatives supported by federal and state funds are subject to the disclosure requirements set forth in the University's Policy on Conflict of Interest.

Outside Professional An outside professional activity is any paid or volunteer activity undertaken by a Staff or Faculty member outside the scope of his or her regular University duties. Outside Professional Activities may include consulting, participation in civic or charitable organizations, working as a technical or professional advisor or practitioner, or holding a part-time job with another employer, whether working in one's University occupation or another.

III. Conflict of Interest

Considerations of personal gain must not influence the decisions or actions of individuals in discharging their University responsibilities. Such incentives might create a perception of impropriety and, therefore, require that such conflicts be identified, and then managed, reduced or eliminated.

The following activities are examples of situations that may raise questions regarding an apparent or real Conflict of Interest:

- a) Undue personal gain from University funds or resources. For example, authorizing University-paid travel for a spouse or domestic partner would result in personal gain from University resources.
- b) Excessive or unauthorized use of University time or resources (e.g., telephone, copiers, campus mail, computers, staff, supplies, vehicles, etc.) for personal, professional, charitable or community activities.
- c) Use of students or University staff for private gain.
- d) Compromise of University priorities and policies due to personal financial considerations.
- e) Unfair access by an outside party to Roosevelt programs, services, information or technology.
- f) Selection of an entity as a University vendor by an individual who has a personal or economic interest in that entity, including the engagement of a relative as an employee, independent contractor, subcontractor or consultant.
- g) The acceptance of material gifts, favors or hospitality from persons or organizations associated with or seeking association with the University, such as suppliers of goods and services. For this purpose, goods or services having a value greater than \$200 will be considered "material."

Roosevelt will exercise oversight and care in eliminating or managing Conflicts of Interest that do or may arise because of an individual's personal interest in University activities. The University will not accept or enter into agreements, contracts, gifts or purchases that give rise to a Conflict of Interest unless the conflict can be eliminated or

appropriately managed through administrative oversight to protect the interests of the individual and the University.

IV. Conflict of Commitment

Roosevelt University Faculty and Staff owe their primary professional allegiance to the University. Their primary commitment of time and intellectual energies is to the education, research and other programs supporting the University's mission. A Conflict of Commitment occurs when a Faculty or Staff member's professional commitment to the University is compromised because the time devoted to outside activities adversely affects their capacity to meet University responsibilities.

Attempts to balance University responsibilities with outside activities – such as consulting, government service, public service, or pro bono work – can result in conflicts regarding allocation of time and energy. Conflicts of Commitment usually involve issues of time allocation. Whenever an individual's outside consulting activities exceed permitted limits as set forth in the Conflict of Commitment section of the Roosevelt University's Faculty or Administrative Handbooks, as applicable, a Conflict of Commitment exists. The Roosevelt University Faculty Handbook describes the responsibilities of the Faculty; the Administrative Handbook describes the responsibilities of all Administrators/Staff. Faculty and Staff are also subject to the University's *Intellectual Property Policy*.

Faculty and Staff intending to engage in an activity that involves significant time and/or effort outside of the University and that may present a Conflict of Commitment must have prior written approval from the relevant department chair, center director, and dean or department/unit head.

V. Appropriate Use of University Resources

University resources are to be used only in the interest of the University. Interested Persons may not use University resources, including facilities, personnel, equipment or confidential information, as part of their outside consulting activities or for any other non-University purposes. Inappropriate use of University resources includes, but is not limited to, the following:

- (1) An Interested Person assigning any member of the University, including students, tasks to advance her or his own personal interest rather than to advance the University's mission, scholarly field, or educational needs.
- (2) Granting external entities access to Roosevelt programs, resources, services, information or technology for purposes outside the University's mission.
- (3) Offering inappropriate favors to outside entities in an attempt to unduly influence them in their dealings with the University.
- (4) Using for personal gain, or granting others unauthorized access to, confidential information acquired through conduct of University business or research activities.

VI. Situations that May Create a Conflict of Interest

Outside Professional Activities

Staff

An Outside Professional Activity is any paid or volunteer activity undertaken by a Staff member of Roosevelt University outside the scope of his or her regular University duties. Outside Professional Activities may include participation in professional, civic or charitable organizations, such as consulting, working as a technical or professional advisor or practitioner, or holding a part-time job with another employer, whether working in one's University occupation or another.

Outside Professional Activities that use University resources or an individual's time on the job, thereby competing with the University or conflicting with the performance of the job, present a Conflict of Interest and are not permitted. Activities that present a potential Conflict of Interest require the written permission of the supervisor or department/unit head. Permission is given if the activity does not compete with University activities, result in undue personal gain, or interfere with the performance of the Staff member's University duties.

Faculty

Appointment as a Faculty member of Roosevelt University confers the obligation to pursue teaching, research and/or University service. Fulfillment of these obligations requires a primary commitment of expertise, time and energy. Faculty engagement in Outside Professional Activities is a privilege and not a right and must not detract from a Faculty member's obligation to his or her University duties.

A full-time appointment conveys an obligation for a Faculty member to have a significant physical presence on campus, to be accessible to students and Staff, to carry his or her share of committee responsibilities, to meet any assigned obligations and to be available to interact with Roosevelt colleagues, unless the relevant department chair and/or college dean has granted specific prior approval for extended or frequent absences from campus. Activities such as pro bono work, government service in the public interest and any outside employment unrelated to the Faculty member's University responsibilities must be managed so they do not interfere with a Faculty member's primary commitment to the University.

Significant management roles (those that involve substantial supervision of the work of others and/or day-to-day responsibility for operating decisions) in private business typically are demanding both in terms of time and energy.

Because full-time Faculty are expected to devote their primary energies and professional interests to their University obligations, they may not accept significant managerial responsibilities as part of their Outside Professional Activities. It will be necessary for a Faculty member to obtain the permission of his or her chair and college dean and may require an unpaid leave of absence from his or her University responsibilities in order to take on a significant management role in an outside entity.

Certain Outside Professional Activities, such as submitting or directing a program of research or scholarship at another institution that could be conducted appropriately at Roosevelt, can generate conflicts regardless of the time involved. Roosevelt Faculty, absent express approval by the relevant chair and college dean, are prohibited from serving as principal investigators on sponsored projects submitted and managed through other academic, federal or commercial institutions. This stipulation does not apply to subcontracts awarded to the University; it is not intended to limit Faculty members' participation in multi-site training or research programs, nor is it intended to apply to circumstances in which the Faculty member's research requires access to facilities not available at Roosevelt.

Faculty Use of Students in Outside Professional Activities

Student involvement in Faculty enterprises may provide the potential for substantial benefits to the education and career development of the student. Such involvements need to be guided to avoid conflicts of interest or interference with the student's primary educational and research duties. Students and Faculty need to sign an agreement (LINK?) before engaging in these activities and provide a copy to the college dean or his or her designee. This includes both paid and unpaid engagements. The dean's office will maintain a list of students involved and will query these students on a biannual basis for the duration of the work to assure that students are engaged voluntarily in meaningful work that does not interfere with their academic progress. In addition, students working for Faculty enterprises must complete an annual conflict of interest disclosure process as set forth below.

Faculty Use of Staff in Outside Professional Activities

Faculty and others in a supervisory capacity may not require those they supervise to perform services outside those related to their University position. It may be appropriate for Staff to assist Faculty members in their Outside Professional Activities, depending upon the nature and extent of the Staff involvement on an incidental or infrequent basis. However, because such involvement is a potential source of conflict between Faculty members and their Staff, any Staff involvement must be approved by the relevant department chair, center director or dean and discussed with the Staff person.

VII. Conflict of Interested Disclosure Statement

Each Interested Person shall complete a Conflict of Interest Disclosure Statement, which includes a Conflict of Commitment Disclosure Statement, at the time of election, appointment, or hire, and shall complete it annually thereafter (questionnaires will be distributed on August 1 of each year, and each Interested Person will have 60 days to complete the questionnaire), disclosing any potential conflict of interest and certifying that he or she has read this policy and agrees to abide by it. Such signed statements for Trustees shall be maintained by the Board Office, and signed statements for Administrative Officers, Faculty, and Staff will be maintained by the Office of Human Resources. If the information provided on a disclosure statement changes during the year and such change may impact an actual or potential conflict, an Interested Person must promptly update their disclosure statements on an ad hoc basis. An Interested Person must also update their disclosure statement on an ad hoc basis if they failed to report any relevant information on their initial or annual statement.

Disclosure is a key factor in protecting the reputation of both Interested Persons and the University from allegations of improper behavior. All Interested Persons are encouraged to err on the side of “too much” rather than “too little” disclosure. Interested Persons are encouraged to seek guidance if they have questions about completing a disclosure statement.

VIII. Disclosure and Abstention Requirements

Trustees: Prior to the consideration of action on any University decision or transaction with respect to which a Trustee has an interest, whether direct or indirect, which would conflict or reasonably give the appearance of conflicting with the interests of the University, such Trustee shall disclose that interest to the other Trustees. A Trustee will not petition for or receive money from the University to support or fund any charitable organization in which the Trustee is involved or has an interest. Such Trustee shall refrain from voting or otherwise influencing other Trustees with respect to the decision or transaction, and such disclosure and abstention shall be appropriately noted in the minutes of the meeting.

Administrative Officers, Faculty and Staff: Prior to any University decision or transaction in which an Administrative Officer, Faculty, or Staff has an interest, whether direct or indirect, which would conflict or reasonably give the appearance of conflicting with the interests of the University, those employees shall disclose such interest to the Human Resources Department of the University. In the case of the president, disclosure shall be to the Board.

Determinations of Conflicts: In the event that a Interested Person is uncertain as to whether disclosure of an interest is required, the Chair of the Board and/or the President should be consulted. The Chair and/or President may elect to consult with legal counsel, or the Board of Trustees in executive session.

IX. Conflicts in Research (Faculty and Staff Only)

Roosevelt strongly encourages its Faculty, students and, where appropriate, Staff, to participate in scholarly activities that may benefit not only the participants, but also the University and the larger public. Researchers are expected to carry out such activities with the highest ethical standards and must support Roosevelt's commitment to the basic values of openness, academic and scholarly integrity as well as to its tradition and expectation that Faculty and Staff will at all times conduct themselves with integrity in their scholarly pursuits.

University researchers must be open about their involvement with and obligations to outside parties who could benefit from the work or ideas of students, Staff and colleagues, and inform these individuals of any personal or commercial interest in the research project. Similarly, University researchers should provide students, Staff and colleagues with access to information about the sources of funds that support their research.

External sponsors, whether governmental or private, promulgate conflict of interest regulations of their own for investigators seeking research funding. The purpose of such regulations is to promote objectivity in research and to provide a reasonable expectation that the design, conduct and reporting of sponsored research will be free from bias arising from Financial Interests of participating investigators. As a recipient institution of external funding from governmental and nongovernmental sponsors, the University must comply with these regulations. To the extent that such policies and guidelines are more stringent than this Policy and policies governing Research, the sponsor's regulations or guidelines will take precedence.

X. Roosevelt University Office of Change Management

The Roosevelt University Office of Change Management, which reports to the Office of the President, will be responsible for policy development and implementation, training and education of Conflict of Interest program.

11696577.2