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## MEMORANDUM

**DATE:** October 17, 2016  
**TO:** CALS Faculty and Appointed Professionals  
**FROM:** Shane C. Burgess   
**SUBJECT:** Conflict of Commitment Policy

The University of Arizona's [Conflict of Commitment Policy](#) assists the university in identification of potential and actual conflicts of commitment for all faculty and appointed professionals with external commitments. A "conflict of commitment" relates to an individual's distribution of time and effort between their full-time duties as a UA employee and responsibilities resulting from outside employment and professional commitments.

University appointed personnel must request written approval from the university prior to engaging in outside employment or outside professional commitments. For purposes of this policy, the term "outside employment" refers to any employment relationship of the individual outside of the university. The term "outside professional commitment" refers to a professional activity undertaken by the individual that is: (i) related to the individual's professional expertise; (ii) is outside of the individual's institutional responsibilities; (iii) is for the benefit of an external entity or individual; and (iv) is not covered by a fully executed written agreement between the university and the external entity. The policy specifies that outside employment or outside professional commitments may or may not be a professional activity and may or may not be compensated. Faculty members should seek approval from their unit head and dean for any outside employment or outside professional commitments using the Request for Approval of External Professional Commitment or Outside Employment (link provided below). All other appointed personnel should seek approval from their supervisors. A copy of the fully signed Request for Approval of External Professional Commitment or Outside Employment should be sent to [coi@email.arizona.edu](mailto:coi@email.arizona.edu).

**Please review your commitments to see that you are in compliance with the university's Conflict of Commitment Policy.** If you are an officer or member of a governing board for an outside organization – whether you are remunerated or not for this work, whether the organization is a private company, government agency or a non-profit – you are responsible for filing a [Request for Approval of External Professional Commitment or Outside Employment](#) with your unit head or supervisor.

For those who need a dean's signature on the form, please submit the form to Associate Dean Parker Antin (PO Box 210036, Forbes 314) for review.

Please contact the Conflict of Interest Program at [coi@email.arizona.edu](mailto:coi@email.arizona.edu) or (520) 626-8266 if you have questions.

Att.