What do I need to know about the Conflict of Interest Policy?

Tell Me

1. **Applicability:**
   a. The [University Policy 101.24](#) relates to situations in which financial or other personal considerations may compromise, or have the potential to compromise, an employee’s objectivity or ability to meet their University duties or responsibilities. This policy applies to all full- and part-time faculty and EHRA (formerly EPA) staff employees (referred to as “Covered Employees”).

2. **Disclosure:**
   a. “Covered Employees” are required to disclose certain activities and financial information by [October 1](#) on an annual basis. Notification of the annual disclosure requirement is emailed at the start of the Fall semester, along with periodic reminders. Individuals are responsible for keeping their disclosures updated, as necessary, throughout the year.

**Note**

“Covered Employees” that participate in external activities for pay should be familiar with [University Policy 102.1](#) and its advance notification and approval requirements.

**Useful Links**

- University Conflict of Interest Website
- University Policy 101.24, Conflicts of Interest and Commitment
- University Policy 101.24, Supplemental Procedures
- University Policy 102.1, External Professional Activities of Faculty and Other Professional Staff Exempt from the State Personnel Act
- University Policy 204, Textbooks and Instructional Materials
- Online Disclosure System (AIR)
- Direct link to Annual disclosure
- Direct link to External Activity for Pay form

**Related Articles**

- When is the Annual Conflict of Interest (COI) financial disclosure due for Faculty and EHRA (formerly EPA) employees?
- What do I need to know about the Conflict of Interest Policy?
- What do researchers need to know about the University Policy on Conflicts of Interest and Commitment?
- Where can I get help for answering questions on the Annual Conflict of Interest financial disclosure forms for Faculty and EHRA (formerly EPA) employees?