Hotel College Conflict of Interest/Compensated Outside Service Clarification

1. Rational and purpose of the document
   a. Determining what is a Conflict of Interest/Compensated Outside Service (COI/COS) that needs to be reported is sometimes confusing and challenging. The purpose of this document is to clarify for hotel college faculty examples of COI/COS and when such should be reported.
   b. It is impossible to identify all such situations, but faculty members should consult their department chairperson when they are in doubt about a particular situation. It is better to over report than to under report potential COI/COS.

2. Definition
   a. As a general rule for submitting a COI/COS document the UNLV COI/COS policy states, “The appearance of a conflict may be as serious or potentially damaging as an actual conflict. Therefore apparent conflicts must also be disclosed and evaluated with the same vigor as actual conflicts” (p. 3, item 2.1, Scope and definition of conflict of interest/compensated outside services).
   b. Stated another way: The university must protect itself and its faculty, staff and students from any of the following allegations:
      1) exploitation of students for private gain
      2) compromise of appropriate controls in the conduct of research such that research subjects could be harmed
      3) undue personal gain from public funds
      4) compromise of university priorities due to financial considerations
      5) unfair access by a company to information or technology
      6) compromise of scientific objectivity in the conduct of research
      7) use of university resources for private gain
      8) adverse effect by those in leadership roles on the professional or academic advancement of colleagues, staff or students as a result of outside interests.
   c. A conflict of interest depends on the situation, and not on the character or actions of the individual.

3. The UNLV COI/COS Policy is attached at the end of the document as Appendix A.

4. Examples of COI/COS
   a. Compensated Outside Service, includes, but are not limited to:
      1) Consulting activities
2) Any external activity or activities that compromise the individual’s ability to perform all the activities expected of him or her as a UNLV employee

3) Receiving royalties for published scholarly works and other writings, accepting prizes and awards for recognition of professional excellence, receiving royalties under institutional royalty-sharing policies, or accepting honoraria for commissioned papers and occasional lectures.

b. Compensated or uncompensated relationship, executive position, or a significant financial interest...

1) Holding of an ownership interest by the employee or the employee’s family in any real or personal property leased or purchased by the University and/or its students

2) Some memberships on board of directors, committees, advisory groups (or similar bodies) of governmental, for-profit or not-for-profit entity

c. Financial or fiduciary interest, relationship, commitment, or activity, including uncompensated activities

1) The purchase of goods or services for the University from businesses in which the employee, or his or her family, has a financial interest, or as a result of such purchase, may directly benefit

2) Holding of an equity, royalty, or debt instrument interest by the employee or the employee’s family in an entity providing to the University financial support, including research or other support or services, when such support will benefit the employee or persons supervised, directly or indirectly, by the employee

3) A faculty member acts as the thesis or dissertation advisor to a graduate student for a research project, suggested by the faculty member, that the faculty member expects to substantially enhance the value of a company in which the faculty has a significant interest

4) A contract or agreement with a student(s) where funds change hands directly or indirectly

5) Possessing a financial interest in a business which competes with the services provided by the University.

6) Assuming ownership or partnership of, or is an officer, director, consultant or agent for a for-profit business engaged in commercial or research activities.

7) Assigning as a course-required text a book from the sale of which the instructor derives financial benefits, e.g., royalty payments.

d. Non-university professional income-producing activities involving UNLV students or staff

1) Using students or employees of the University to perform services for a company in which a faculty member has an ownership interest or from which he/she receives any type of remuneration.

5. Completion of the COI/COS forms are required, at a minimum, under the following conditions. Forms are submitted to the department chairperson who makes the initial determination.

a. Annual COI/COS forms are required every September 15.

b. Any time a faculty member plans to engage in any outside activity or professional involvement that may constitute a conflict of interest and/or for which they will receive compensation.