


December 7, 2012

TO: Deans, Chairs/ Directors and all faculty

FROM: John Valery White, Executive Vice President and Provost 

RE: **Policy concerning outside academic affiliation of faculty**

Under existing NSHE and UNLV Conflict of Interest policy, all administrative and academic faculty and staff must identify all potential conflicts of interest, including but not limited to, compensated outside services and are expected to seek and receive approval prior to undertaking any outside compensated activity. UNLV Conflict of Interest policy states:

"All faculty and professional staff must identify all potential conflicts of interest and all compensated outside service through annual submission of a completed disclosure form. They must also submit an updated form and obtain supervisor approval prior to... agreeing to perform any new compensated outside service."

This Executive Vice President and Provost's Memorandum provides guidelines for interpreting this policy as it pertains to faculty undertaking academic affiliation at other institutions, whether salaried or unsalaried. It directs that ***all full-time UNLV academic and administrative faculties should disclose any existing on-going outside academic affiliations and should seek approval, prior to undertaking any new affiliations, from unit supervisors. All formal teaching assignments undertaken for another institution by a UNLV faculty or staff member, whether compensated or uncompensated, as well as any formal and on-going academic affiliation with another institution must be disclosed, reviewed and approved.***

1. **The conflict of interest policy should not discourage UNLV faculty engagement and collaboration with colleagues at other institutions.**

Affiliations with other academic institutions are frequently valuable for UNLV. To avoid unintended conflicts of interest or conflicts of commitment, faculty seeking to undertake such an affiliation should take the following steps.

- a. Submit a detailed plan to the chair of the faculty member's department and dean of the faculty member's college or school, setting out any responsibilities to the outside institution and explaining how those responsibilities will be managed in relation to the faculty member's obligations to UNLV.
- b. Clarify that duties of the affiliation conform with UNLV and NSHE policies, including but not limited to the 20% limitation on contracted time devoted to outside compensated activity.



- c. Explain the outside affiliation's benefit to UNLV and to the faculty member's professional development. The benefit to UNLV can be evidenced by a cooperation agreement between UNLV and the other institution. However, such agreements are neither necessary nor sufficient to establish a benefit to UNLV.

2. **All teaching must be approved prior to undertaking the assignment.**

The policy is applicable to all teaching, even if students earn no credit. Teaching outside the United States, teaching at unaccredited institutions, non-university-level teaching, as well as teaching at sister NSHE institutions are all subject to the policy. Teaching and outside academic affiliation does not include occasional lectures or conference appearances, even where the latter carry honoraria, so long as the lecturing is not an on-going commitment. A faculty member with any doubt should disclose the activity and seek approval prior to undertaking the commitment.

3. **Formal, on-going affiliations with other academic institutions should be reviewed for potential conflict of time commitment prior to undertaking the activity.**

Tenure-track and tenured faculty job duties, as per both UNLV contracts and NSHE Handbook, include teaching, research and service. Outside academic affiliations such as teaching for other institutions, research affiliation with other institutions, or professional service beyond UNLV are expected to arise in the course of a faculty member's normal activity. Under longstanding NSHE and UNLV guidelines, such affiliations are expected to contribute to the faculty member's professional development at UNLV. Moreover, they are expected to be compatible with full participation in the entire range of commitments inherent in holding a professional position at UNLV. These include instruction (involving contact hours as well as course development, course preparation and grading); research activity (including staying abreast of recent publications in one's field) and service to UNLV and the community. While non-tenure-eligible, full-time academic faculty such as visiting faculty and faculty-in-residence are not evaluated based on their research or service activity, their membership in the UNLV academic faculty comes with the expectation that they will be devoting time to research and/or creative activity. Accordingly, any outside academic affiliation of a UNLV full-time academic faculty member should be disclosed to the faculty members' chair prior to undertaking the affiliation, to ensure it will not encroach upon the faculty members' time and professional commitments to UNLV. Such affiliations should also be discussed as part of the annual review of conflicts of interest and faculty work evaluation.

For administrative faculty whose job responsibilities are full-time, the determination of a conflict of commitment turns on the specific job duties and the nature of the outside activity. Thus, administrative faculty as well should disclose and seek approval prior to undertaking any affiliation with at another institution.

## DISCLOSURE AND APPROVAL OF OUTSIDE ACADEMIC AFFILIATION

---

### FOR UNLV ACADEMIC AND ADMINISTRATIVE FACULTY

---

This form is an addendum to the UNLV Conflict of Interest and Outside Compensated Activity form that is completed on an annual basis and is expected to be updated prior to undertaking any outside compensated activity. As per the Provost's policy directive, this form is to be used to disclose any outside activity that involves a formal and on-going affiliation with another academic institution, which would result in the UNLV faculty member being listed as an affiliate of another academic institution.

As part of that disclosure, please describe the duties of the outside affiliation, the benefits to your professional development and to UNLV, and how performance of these outside duties conforms to time commitments inherent in UNLV contractual workload obligations and NSHE policies concerning compensated outside activity.

For the 2012-2013 academic year, please complete this form at this time, if you are a UNLV academic or administrative faculty member who has an on-going, formal affiliation with another institution for purposes of teaching, research or service, and describe that activity as outlined below.

Please also use this form to disclose any intent to renew or take on new outside academic affiliations, including teaching appointments, in the 2012-2013 academic year or beyond.

Starting in the 2013 - 2014 academic year, this form and disclosure process will be integrated into the annual Conflict of Interest/ Outside Compensated Activity disclosure form and review process, and this combined form will be available online to facilitate real-time updates when an opportunity for outside activity presents itself. Chairs will be encouraged, and given support, to discuss with each faculty member, as part of the annual evaluation process, that individual's outside activities in the context a discussion of course-load, research agenda, service commitments and career advancement objectives.



NAME:

---

Rank:

Contract Status:

Department or School:

College:

---

- 
1. Please describe your formal and ongoing affiliation with another academic institution that would result in your name being listed as an affiliate of another institution:
  2. Are you compensated for that affiliation, including reimbursement of expenses incurred in undertaking that affiliation:
  3. Please describe any duties and time commitments associated with that affiliation:
  4. Do these time commitments exceed NSHE policy on outside compensated activity (which limits such activity to 20% of contractual time to UNLV)?
  5. Please describe the benefit of the affiliation to your professional development at UNLV:
    - a) Please describe additional benefits of the affiliation to UNLV:
  6. Chair: Please describe how the faculty members' commitment to another institution is managed in relation to his or her professional duties at UNLV
  7. Chair: Do you recommend approval of this activity as benefitting the faculty members' professional development at UNLV and being compatible with professional commitments to UNLV?
  8. Dean: Do you support the Chairs' recommendation?
-