

## MODIFICATIONS TO THE EXISTING PROCEDURE TO BE IMPLEMENTED NOVEMBER 1, 2013

---

- A. The revised procedures will include a separate form for prior disclosure to/ approval by supervisor of outside compensated scholarly and professional activity. Only those faculty (academic or administrative) with a current outside compensated activity as of November 1 will be expected to complete this form, and from that date forward, faculty will be expected to submit this form and receive approval prior to undertaking outside compensated activity or formal affiliation with another academic entity, as per NSHE Code. Supervisors will report to deans or vice presidents their approvals, denials or management plans for their employees outside activity. (The Provost's and Research office will jointly offer training sessions later this fall for supervisors in how to determine if the activity might pose a conflict of interest or commitment with assigned duties at UNLV, including in particular the limitation of 20% of contractual time for B contract faculty.) These disclosures, as per NSHE Code, are considered part of a confidential personnel dossier, and deans' offices and vice presidential offices will receive guidance in secure document handling to preserve confidentiality of information.
- B. The revised procedures will add to the Conflict of Interest panel a third tenured faculty member and a designated representative of the Office of Faculty, Policy and Research. Moreover, the revised procedures will authorize the Conflict of Interest panel to serve as the "review committee" (Code 4.3.9 (8)) to hear appeals from faculty members of requests that have been denied by a supervisor, with the Executive Vice President and Provost having authority to make final determination. Because of the technical nature of this work, panel members will need to undergo training in Conflict of Interest determination, and the procedures will specify a fixed term of 4 years.
- C. Last fall, the Provost identified some potentially serious problems violations of this provision for the University and [issued in response a memorandum](#) (.pdf) clarifying that all continuing outside academic affiliations should be [disclosed and approved as outside professional and scholarly services](#). The new procedural instructions will incorporate that directive, and the new disclosure form will replace that form.
- D. The new procedures will move the annual disclosure of outside compensated services and other potential conflict of financial interest, required by NSHE of all professional employees, from September of each year to early January, and an online Qualtrics survey will be introduced for this purpose. This shift in time of year will clarify the time period being reported on the disclosure (prior calendar year, to conform to NSHE reporting procedures and to federal requirements of a retrospective review).

This online survey will greatly simplify the annual disclosure process, since it will not require paper forms to be processed by chairs or deans or provost office, and the data required for our annual report to NSHE will be generated directly from the online responses.