Employees of the University of Florida may engage in outside employment, consulting, and other similar activities. These activities further the dissemination and use of the knowledge and expertise developed at the university and may also advance the professional competence and reputation of the faculty and staff members. However, the University of Florida has in place specific guidelines, policies and procedures related to these outside activities and potential conflicts of interest. All employees should become familiar with the University of Florida’s Guidelines, Policies, and Procedures on Conflict of Interest and Outside Activities, Including Financial Interests. This document is available on the UF General Counsel website at http://www.generalcounsel.ufl.edu/regulations/. Below is a condensed description of the policies most pertinent to the faculty, staff, and other employees within the College of Engineering, as well as specific practices and procedures that have been adopted by the College of Engineering to assist in carrying out the University requirements. These practices and procedures do not supersede The University of Florida’s Policies and Procedures regarding outside activities, financial interests and conflicts of interest. Questions regarding Outside Activities and Conflict of Interest within the College of Engineering can be directed to the Office of the Associate Dean for Research.

The following principles govern both the University's policy and the College’s procedures and practices concerning conflicts of interest, outside activities and financial interests:

- The faculty and staff members of the University must be committed to the University's goals of teaching, research, and service and recognize that their primary professional responsibility is to the University.
- The educational programs and professional careers of individual students and faculty members cannot be adversely affected by a faculty or staff member's outside activities or financial interests.
- The university's research and education programs cannot be adversely affected by a faculty or staff member's outside activities or financial interests. Outside activities and financial interests will be disallowed if they impede an employee's duties, responsibilities, and obligations to the University.
- The university's personnel and resources must be used for the promotion of the mission of the university and the public interest rather than for private gain.

Specific requirements and procedures have been developed by the University and the College of Engineering pertaining to Outside Activities and Conflicts of Interest

- UF faculty, staff members, and graduate assistants may participate in outside activities and hold financial interests as long as the activities and interests do not conflict with the employees' duties and responsibilities to the institution. Pursuit of outside activities is a privilege and not a right afforded to employees who provide sufficient evidence to those appointed with oversight responsibilities that such activities will not conflict with their UF duties or responsibilities.
- Outside activities or interests, whether compensated or uncompensated, may provide a basis for a possible conflict of interest.
• **Outside activities that must be reported include:**
  - Outside activities with time commitments that may interfere with accomplishing one’s university duties and responsibilities
  - Consulting
  - Outside activities that result in an honorarium of more than $500
  - Outside employment
  - Outside compensated activity
  - Ownership of a business
  - Use of UF equipment, personnel, or other resources for the benefit of entities other than the University of Florida
  - Business activities involving UF employees or students that one supervises
  - Connection with an entity that does business with the university
  - Activities with an entity that competes with the university's activities
  - Outside involvement with an entity that supports that person’s research or training activities
  - Financial interest related to the sale of instructional material required for faculty member’s course or other UF activity
  - Activities that may otherwise interfere with the employee's duties to the students, duty to maintain the freedom of scholarly inquiry and dissemination of knowledge, and the duty to protect the rights of the university to intellectual property developed by UF.

• **Outside activities that do not need to be reported include:**
  - Developing scholarly books or journal articles, movies, television productions, and similar works, even when such activities result in financial gain.
  - Accepting scholarly or artistic prizes.
  - Providing uncompensated expert testimony in administrative, legislative, or judicial proceedings as an individual so long as the faculty member’s duties to the University will not be compromised.
  - Compensated professional activities for a non-profit educational or governmental entity, so long as the compensation received is $500 or less. This could include editing or reviewing professional journals, grant/contract proposals, academic course materials, academic programs, tenure/promotion cases, serving a professional or scholarly society, and attending/presenting talks at a conference
  - Activities performed wholly during a period in which the faculty member has no appointment with the University of Florida (e.g. unpaid summer term)

• A faculty member, administrative, professional staff member, or graduate assistant engaged in outside activities, or holding a financial interest that must be reported, is REQUIRED to complete the University of Florida's “Disclosure of Outside Activities and Financial Interests” form prior to the commencement of the outside activity or financial interest and thereafter at the beginning of each contractual year of employment (generally, the beginning of the fall semester for 9-month appointments and July 1 for all others. If a material change in the information presented occurs during the contract year, a new form must be submitted.

• In those situations where a potential conflict of interest exists, two outcomes are possible:
  - Following disclosure and review, the employee, in conjunction with the Department Chairperson, the College of Engineering Dean, and the Division of Sponsored Research Assistant Director of Compliance, develop appropriate conditions by which the conflict may be sufficiently minimized, and the activity or interest may be allowed.
  - Following disclosure and review, the activity or interest may be disallowed.

• The review and oversight responsibility rests with the department chairperson and the dean or director of the college or other unit in which the faculty or staff member is employed. An employee must provide sufficient information to those with the review and oversight.
responsibility to enable them to make an informed decision concerning the allowance of the outside activity or financial interest. The deans and directors are the designees of the President of the University of Florida in implementing the university’s policies on outside activities and financial interests.

- Pertaining solely to the issue of time allocation for outside activities, the Dean’s office limits full-time faculty or staff to outside activities of, on average, no more than 1 day (8 hours) per week. This metric is consistent with institutional practice at peer universities, and represents an acceptable level of outside activity that can, in practice, be performed without interference with the employee’s UF duties and responsibilities. Allowable time allocation for outside activities of employees with assignments less than 1.0 FTE will be prorated to reflect their FTE.

- The responsibility for adhering to the law and rules on conflict of interest and outside activities rests with the individual employee.

- Any employee engaging in outside activities must recognize that he or she is performing such activities as an individual and may not represent that he or she is acting on behalf of the university.

- An employee’s failure to report outside activities and financial interests, an employee’s engaging in the activities or holding the financial interests without the University’s approval, and an employee’s failing to follow any conditions imposed pursuant to the University’s approval of such activities are grounds for disciplinary action.

The following outside activities and financial interests are prohibited and will not be approved

- Any outside activities or financial interests prohibited by state law. For example, Florida law generally prohibits transactions between the university and a company owned by a faculty member unless one of the exemptions set forth in the law applies.

- In general, under Florida law, a research contract between the university and a company cannot support the research of a faculty member who has a contractual relationship (such as a consulting arrangement) with or a financial interest in that company. However, the state legislature passed an exemption to the general law that allows these relationships after specific approval by university officials. One must submit a Request for Exemption/Disclosure. If approved, a monitoring plan to mitigate potential conflicts is typically required.

The following outside activities and financial interests may be allowed after review and when conditions have been established through which any conflicts are satisfactorily minimized. They must be reported and approved prior to engaging in the activity.

- Professional compensated activities, including, but not limited to, consulting, teaching at another institution, participating in an activity in which an honorarium in excess of travel expenses is to be received, and employment as an expert witness. In those situations in which compensation, such as an honorarium, is awarded in excess of travel expenses and the employee was unaware of this potential compensation at the time of agreeing to engage in the activity, the activity must be reported and approved as soon as practicable.

- Business activities, including service on the board of directors or other management interests or position, with regard to a business entity with activities in the same discipline or field in which the faculty or staff member is employed.

- Outside activities which represent time commitments that would interfere with a faculty or staff member's accomplishing his or her university duties and responsibilities.
• Required use of books, supplies, equipment, or other instructional resources at the University of Florida when they are created or published by the employee or by an entity in which the employee has a financial interest.

• Outside activities or financial interests in a company conducting educational or research activities which could be conducted at the university.

• Outside activities or financial interests in a company that will be directly and significantly affected by the research activities of the faculty or staff member.

• Outside activities which involve more than an incidental use of university facilities, equipment, and services. Any use of university equipment, facilities or services with regard to an outside activity must be approved prior to the activity. In general, the use of these resources will be allowed only on a noninterference basis, and a charge may be assessed. The use of any university personnel should be disallowed unless the services provided are generally available to the public.

• Management, employment, consulting, and contractual activities with, or ownership interests in, a business entity (or state agency) which does business with the university. In the case of material financial and managerial interests, the information required extends to the spouse and children of the employee, and for managerial interests, to relatives.

• Management, employment, consulting, and other contractual activities with, or ownership interest in, a business entity which competes with the university.

• Candidacy for public office.

• Any employment, contractual relationship, or financial interests of the employee in which the employee is required to waive rights to intellectual property and any outside activity or financial interest with a business entity which supports the employee’s research or training program at the University.

• Outside activities and financial interests required to be reported under federal contract and grant regulations.

• Outside activities with, or financial interests in, an entity that is supporting the faculty or staff member's research or training activities at the University or that will be directly affected by the faculty or staff member’s research or training activities.

• Outside activities or financial interests allowed under an exemption to state law. This includes the exemption for research and license agreements, sole source purchases, or transactions of under $500 in a calendar year.

• Situations in which a faculty or staff has outside activities or financial interests in a company that involves students or employees of the University who are, in any way, evaluated, taught, or directed by that faculty or staff member are strongly discouraged by the university and should be avoided if at all possible. Examples include a student, staff member, post-doc, or faculty having an outside activity or financial interest with a company where his or her UF supervisor also has an outside activity of financial interest. In practice, the College of Engineering Dean’s office will proactively seek to discourage and eliminate these types of conflicts. In the event that the company relationship between the UF persons cannot be dissolved, the associated UF supervisory and evaluation responsibilities pertaining the supervised student, staff, post-doc, or faculty will be transferred, by Dean’s office, to persons outside the supervisory unit of the individuals in question.