Five “W’s” (and one “H”) of the Outside Activities (including Outside Employment or Board Service) Policy and Form

1. **Who** has to follow the Outside Activities (including Outside Employment or Board Service) policy?
   
   The policy applies to all faculty and staff members, except for emeritus faculty members, volunteer faculty members, and employees who are hired on a temporary or “as needed” (PRN) basis.

2. **What** is submitted for review and approval with an Outside Employment or Activity form?
   
   You should submit an electronic form for review and prior approval if you plan to engage in:
   
   a. Paid work outside of UT Southwestern;
   b. Paid or unpaid board service; or
   c. Any other outside activity (paid or unpaid) related to your job duties or other assigned UT Southwestern responsibilities.

3. **When** do I complete and submit an Outside Employment or Activity form?
   
   You should submit an Outside Employment or Activity form for approval at least 30 days before the activity begins, and you should update the form annually. Initially, the new process and forms will be implemented in January 2014 and forms are due by March 1, 2014.

4. **Where** do I complete and submit the Outside Employment Activity form?
   
   Please access the electronic form by clicking [here](#).

5. **Why** am I required to submit an Outside Employment or Activity form?
   
   Since at least 1988, the UT System Board of Regents has required disclosure and approval of outside employment, and the Board recently has revised its policies to expand the nature of activities to be disclosed and approved. While reviewing and approving requests for outside employment or activities is not new, the Board’s policy changes require UT Southwestern to ensure all faculty and staff use an electronic form to seek approval and to report employment and activities on a regular basis to UT System. As a UT Southwestern employee, you must comply with the revised policy.

6. **How** do I get more information or assistance with the Outside Employment or Activity Policy or form?
   
   Please contact:
   
   Conflict of Interest Office
   UT Southwestern Medical Center
   Office Phone: 214-648-5398
   conflictofinterest@utsouthwestern.edu
   www.utsouthwestern.edu/coi
   
   Human Resources
   UT Southwestern Medical Center
   Office Phone: 214-648-9810
   hradministration@utsouthwestern.edu
   www.utsouthwestern.edu/outsideemployment

Please review the **EMP-158** for complete requirements and definitions.
Five “W’s” (and one “H”) of the Conflict of Interest and Commitment Policy and Statement of Financial Interest Form

1. **Who** has to follow the Conflict of Interest and Commitment policy?

   Every employee is responsible for avoiding conflicts of interest and commitment with their UT Southwestern responsibilities. Certain employees (called “covered individuals”) also must complete an electronic Statement of Financial Interest Form, specifically:

   a. Faculty members
   b. Exempt staff (those not entitled to overtime pay under state and federal law)
   c. Research study team members (including students and post-graduate trainees)
   d. Members of institutional committees (e.g., Institutional Review Board, Institutional Animal Care and Use Committee, Conflict of Interest Committee)
   e. Any employee who is authorized to execute contracts on behalf of UT Southwestern or who because of their job duties has authority to exercise discretion with regard to the awarding of contracts or other financial transactions.

2. **What** information is submitted on a Statement of Financial Interest form?

   Any outside employment must be disclosed as well as any financial interest (including financial interest of family members) which reasonably appears related to or could reasonably impact UT Southwestern responsibilities, such as:

   a. Serving as a member of the board of directors, an officer, a trustee, or in any other executive, management or advisory position;
   b. Creating, producing, or editing publishable content (regardless of the medium for expression) for or on behalf of an outside entity;
   c. Intellectual property (including royalties, license fees, or other compensation from non-UT Southwestern entities);
   d. Investment interests held in or promised from a business entity;
   e. Gifts that exceed $250 received from an outside business entity;
   f. Reimbursed or sponsored travel;
   g. Any outside teaching that is in or related to their same discipline or area of teaching; and
   h. Other income (including salary information for family members) or activities that reasonably appears related to the covered individual’s institutional responsibilities.

3. **When** do I complete and submit a Statement of Financial Interest form?

   Forms should be submitted for review:

   a. Not later than the 30th day of initial employment;
   b. Annually, not later than March 1;
c. No later than the 30th day after acquiring a new financial interest that requires disclosure (this includes a request for outside employment/activity);

d. Before engaging in research or submitting research proposals; or

e. As requested by UT Southwestern’s COI Office.

4. **Where** do I complete and submit a Statement of Financial Interest form?

   Please access the electronic form by clicking [here](#).

5. **Why** am I required to submit a Statement of Financial Interest form?

   The UT System Board of Regents recently revised long-standing policies regarding conflicts of interest and commitment to require expanded disclosure and management of such conflicts. As a recipient of federal research grant funding, UT Southwestern has had ongoing policies and processes to manage conflicts of interest and commitment. However, the Board policy has broadened the requirement beyond those individuals conducting research at UT Southwestern. UT System policy now requires all faculty members and exempt staff members to disclose an annual, electronic statement of financial interests and to report managed conflict of interest and commitments on a regular basis to UT System. As a UT Southwestern employee, you are required to comply with the revised policy.

6. **How** do I get more information or assistance with the Conflict of Interest and Commitment Policy and Statement of Financial Interest Form?

   Please contact:

   Conflict of Interest Office  
   UT Southwestern Medical Center  
   Office Phone: 214-648-5398  
   conflictofinterest@utsouthwestern.edu  
   www.utsouthwestern.edu/coi

   Please review the [ETH-104](#) for complete requirements and definitions.