

# Personal Agreements

## Entering into a Personal Agreement for an Outside Activity/Employment Including Consulting

UTSW faculty and employees who engage in outside (non-UTSW) activities and employment may be asked to enter into a binding personal agreement (“personal agreement”) with the outside entity that describes the scope of work, compensation, and other information about the activity. In order for a personal agreement to be complete, specific UTSW verbiage must be included in accordance with UTSW Policy EMP-158 and is a requirement of the Office of Legal Affairs. The COI Office does not approve the content of personal agreements but does check them for permissibility and completeness.

UTSW faculty and employees are not permitted to enter into agreements on behalf of UTSW. Any contractual agreements for which UTSW is a party (e.g. a CDA, SRA, MTA, CTA between an outside entity and UTSW) must be submitted through eAgreements for review.

Personal agreements are not required in order for someone to participate in an outside activity, but most activities are accompanied by personal agreements. If you have a personal agreement, you must provide it to the COI Office for review when you request approval for the activity and report it on your Statement of Financial Interests or your Outside Activity/Employment request.

What must be included in the personal agreement to meet UTSW requirements?

- The UTSW Inclusion Paragraph in the body of the agreement
- The UTSW Uniform Terms & Conditions (UT&C) as an attachment to the agreement
- A permissible Scope of Work (SOW) (no non-permissible activities are described)
  - Promotional speaking and other related activities are not permissible by UTSW. Please refer to the [Promotional Speaking](#) section of this page for more information. References to speaking activities that UTSW considers promotional must be removed from personal agreements. Activities that appear to create a conflict of commitment are also not permissible.
- An unexpired term of contract and/or recent effective date
- A home address or no address (no UTSW addresses may be used)
  - Please utilize this [Contracts & Consulting](#) Link to access the UTSW Inclusion paragraph and UT&C.
  - Note: The UTSW Inclusion Paragraph and the UT&C may not be changed to accommodate preferences of an outside entity. Any changes to UTSW required language are unlikely to be accommodated and would need approval by the Office of Legal Affairs. If the company makes any changes to the UTSW verbiage, the contract will not be permissible, and the outside activity will be delayed until the required language can be included in full.
    - The UT&C are not required on non-UTSW faculty appointment letters, although such appointments require approval from the Dean’s Office.
    - The UT&C do not apply to CDAs and NDAs and should not be included in or signed by a faculty member or employee as a prelude to their consulting work with an entity.

**For additional questions regarding contract requirements, please contact the Conflict of Interest Office.**

Email: [conflictofinterest@utsouthwestern.edu](mailto:conflictofinterest@utsouthwestern.edu) ; Office Phone: 214.648.5300