

UNIVERSITY OF CENTRAL FLORIDA
REPORT OF POTENTIAL CONFLICT OF INTEREST/COMMITMENT, OUTSIDE ACTIVITY/EMPLOYMENT
FOR FACULTY USE ONLY

In accordance with policies of the Board of Governors and the University of Central Florida and provisions of the Board of Trustees-United Faculty of Florida Collective Bargaining Agreement 2004-2007, this report of proposed outside activity/employment or potential conflict of interest/commitment in addition to assigned duties at UCF is submitted.

THE TYPE OF OUTSIDE ACTIVITY, AS STIPULATED IN UNIVERSITY REGULATION 6C7-3.018, AND THE COLLECTIVE BARGAINING AGREEMENT, IS:

- CIRCLE:**
- A. Potential Conflict of Interest/Commitment (complete A and B below)**
 - B. Outside Activity or Employment (complete B below)**
 - C. Neither A nor B applies (circle C below)**

A. Potential Conflict of Interest/Commitment

Ownership of more than a 5% interest in, or more than 5% of the capital stock of a company doing business with the university
 Officer, director, partner in company doing business with university
 Contractual relationship with company doing business with university
 Written textbooks or produced instructional materials or software used at UCF
 Holding or candidate for a political office
 Activities that involve frequent or prolonged absences from the university on non-university business
 Activities that engage a substantial portion of the time an employee is expected to spend on assigned duties or university related activities
 Other, explain: _____

B. Outside Activity or Employment

Activity/Employer Name: _____
 Location: _____
 Funding source(s) _____
 Average number of hours per week on activity: _____
 Anticipated duration of activity: Start date _____ End date: _____
 Nature of activity (e.g. description of equity interest or intellectual property): _____

List any conditions of the activity that involve waiving or impairing the employee's or University's right to intellectual property _____

Anticipate use of university personnel, equipment, facilities, students, or services Yes No

If **Yes**, complete [Form AA-22](#) and send it with this form.

List other reported outside activity or employment currently in effect (attach on separate sheet if necessary)

C. None of the Above. I have not engaged in any outside activity or employment that falls into category A or B.

I certify that this activity or employment and/or other outside activity or employment reported here does not constitute a conflict of interest/commitment, will not interfere in any way with my regular employment at UCF, and that I have taken reasonable precautions to ensure that the outside employer or recipient of services understands that I am engaging in such outside activity as a private citizen, not as an employee, agent, or spokesperson of the University. If the above circumstances change significantly, a new report will be filed immediately.

PRINT Name clearly	Employee ID (7 digits)	Employee's Signature			Date	in-unit non-unit
Reviewer	Reviewer's Signature	Conf. Held	Approved, No Conflict	Approved, Possible Conflict *	Not Approved, Conflict *	Date
Chair or Unit Supervisor Dept: _____						
Next level Supervisor						

<i>Please forward copy of form to MH 351.*</i>	* When supervisor believes conflict of interest/commitment exists, or may exist, conference must be held to resolve concerns. If these concerns are not resolved, the matter will be brought to Dr. Lin Huff-Corzine, Assistant Vice President, Academic Affairs. Concerns Resolved: Yes <input type="checkbox"/> No <input type="checkbox"/>					
	For in-unit members only--Unresolved conflict exists; request expedited grievance:					Yes <input type="checkbox"/> No <input type="checkbox"/>
	For non-unit members only--Activity approved by President or Representative:					Yes <input type="checkbox"/> No <input type="checkbox"/>

AA-21 (revised 12/06)

*4 copies: Employee _____
 Chair or Supervisor _____
 College Dean, Director or VP for Research _____
 Dr. Lin Huff-Corzine, Assistant Vice President _____
 Faculty Relations, Division of Academic Affairs _____
 Date _____