

CONFLICT OF INTEREST

POLICY NUMBER: RESERVED FOR FUTURE USE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

It is in Northern Kentucky University's policy that employees and others acting on behalf of the University must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the institution in conducting NKU business activities and assignments. The institution recognizes that employees may take part in legitimate financial, business, charitable, and other activities outside their positions with NKU, but any potential conflict of interest raised by those activities must be disclosed promptly to University administrators, management, and/or Human Resources.

The public's respect and confidence in the University must be preserved. Confidence in the University is put at risk when the conduct of University members does, or may reasonably appear to, involve a conflict between private interests and obligations to the University. All University members shall avoid conflict between private interests and obligations to the University. All University members shall avoid conduct that might in any way lead members of the general public to conclude that he or she is using an official position to further professional or private interests or the interests of any members of his or her family. In conducting or participating in any transaction, full disclosure of any real or perceived conflict with personal interests and removal from further participation in such matters is required.

Conflict of Commitment:

Decisions and the judgment upon which the decisions are based must be independent from conflicting interests and must hold the best interest of the University foremost. Conflicts of commitment relate to an individual's distribution of effort between University appointment and outside activities. NKU permits external employment or self-employment in an employee's profession or specialty (with the exception of employees participating in a practice plan) where there is not a conflict of interest or commitment. Faculty and professional administrative employees are expected to devote their primary professional loyalty, time, and energy to NKU teaching, research and service endeavors; activities outside the University must be conducted without detracting from these primary commitments. A conflict of commitment generally occurs when the pursuit of outside activities interferes with obligation to students, to colleagues and the missions of the University. These conflicts may become apparent in regular performance reviews, in connection with annual salary decisions and scheduled reviews incident to promotion, reappointment or tenure decisions and should be addressed by the appropriate department head. The University policy and procedures regarding a faculty member's outside consulting can be found in the Faculty Handbook.

A staff employee may be employed outside the University when the employment does not constitute a conflict with University interests and when the hours outside employment do not coincide or conflict with hours of scheduled work or affect the employee's ability to perform satisfactorily. A staff employee may also perform outside employment while on vacation, holiday, or special leave as long as the outside employment does not constitute a conflict of interest. Adherence with this policy is the

responsibility of the staff employee who seeks outside employment; however, it is recommended the employee advise his or her department head of the outside employment.

II. ENTITIES AFFECTED

Describe the positions, units, departments, groups of people, or other constituencies to which the policy applies or has a material effect.

Faculty and Staff

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	