

Midwestern State University
Disclosure of Outside Employment or Activity
Per MSU Operating Policy/Procedure (OP) 52.20 and 02.40
Return completed form to Human Resources, Hardin 210 or human.resources@msutexas.edu

Initial Annual Change Additional Disclosure # _____

Name: _____ MSU ID: _____

Job Title: _____

Department: _____ MSU Employment Start Date: _____

Other Employment, Activity, or Public Office (check only one; complete/attach additional forms as necessary):

Employment (paid): any compensated employment, consulting, or service (e.g., board service) performed by the employee outside of her/his employment relationship with MSU for the direct benefit of the employee or the organization served.

Is this public employment? ___ Yes ___ No (federal, State of Texas, or local government entity including school districts and community colleges)

If yes, are you enrolled in insurance or retirement plans? ___ Yes ___ No

Substantial Interest in a Business Entity

Activity (not paid): any uncompensated activity, consulting, or service (e.g., board service) performed by the employee outside of her/his employment relationship with MSU for the direct or indirect benefit of the employee or the organization served.

Public Office (if elected or appointed to serve for a federal, state, or local government entity including school districts, cities and towns, you must forego any compensation)

I do not hold any outside employment, activity, public office, or substantial interest in a business entity.

Company/Organization: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Supervisor/Contact Name: _____ Phone or E-mail: (____) _____

Job/Position Title: _____

Begin Date: _____ End Date: _____

Normal Work Schedule: _____ (average days/hours per week)

Other Work Schedule (explain): _____

General Duties and Responsibilities: _____

Gift(s) Received (including dollar value): _____

Is employee completing additional disclosure form(s) for outside employment and activity? ___ Yes ___ No If yes, what is the average number of hours per work week of all outside employment and activity? _____

Disclosure of significant business or financial interests as required by OP 52.20 Ethics Policy for Employees. The regulations apply to current interests and interests anticipated in the next 12 months.

Please answer the following questions in the context of whether your foreign or domestic business or financial interest would appear to be related to your institutional responsibilities.

Do you intend to apply for external funding in the upcoming year? External sponsorship includes federal, state or private funding.
 Yes No

Currently and over the next 12 months, I and my family members (spouse, dependent relative, or household member):

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| will | will not |
| <input type="checkbox"/> | <input type="checkbox"/> |
| do | do not |
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| did | did not |
| <input type="checkbox"/> | <input type="checkbox"/> |
| did | did not |

receive salary, royalties, gifts including travel, or other payments for services (e.g., consulting fees or honoraria) in excess of \$5000 from an external entity that would reasonably appear to be affected by the research or educational activities funded, or proposed for funding, by an external sponsor.
hold an equity interest in excess of \$5,000 in value in an external entity that would reasonably appear to be affected by the research or educational activities funded, or proposed for funding, by an external sponsor.
hold an equity interest that represents more than a 5 percent ownership interest in an external entity that would reasonably appear to be affected by the research or educational activities funded, or proposed for funding, by an external sponsor.
serve as a member of the governing board in the capacity of a director, advisory director, trustee, or otherwise in an external entity.
have other significant business or financial interests that possibly could affect, or be perceived to affect, the results of the research or educational activities performed by me as a part of a sponsored project.
have other significant business or financial interests that possibly could affect, be perceived to affect, or have the appearance of affecting the results of the research or educational activities performed by me as a member of Midwestern State University.
have ownership, or hold an equity interest in, an external entity that employs current MSU Students.
own or control directly or indirectly, an ownership interest of at least 1 percent in the private vendor in which the purchase of goods or services solicited through a purchase order that exceeds \$25,000, including the right to share in profits, proceeds, or capital gains.
have a financial interest in a private vendor that you could reasonably foresee that a contract with the private vendor could result in a financial benefit to you.

If any positive statement is checked to the above, an additional form may be required for compliance.

I hereby certify that I have disclosed all existing outside employment or activity in accordance with MSU OP 02.40: Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities and MSU OP 52.20: Ethics Policy for Employees of MSU, and I and further certify that my outside employment or activity does not constitute a conflict of interest or commitment with my MSU duties and responsibilities and is consistent with all applicable MSU policies and procedures. I acknowledge that I have a continuing obligation to complete and submit updated forms if changes arise that may either give rise to an additional or potential conflict of interest or commitment, or eliminate a conflict previously disclosed. I understand and agree that MSU may require me to end my outside employment or activity if it is determined to be a conflict of interest or conflict of commitment that interferes or conflicts with my MSU duties and responsibilities (see page 2 of this form).

Signature of Employee

Date

Approvals

Approval is required per MSU OP 52.20 and 02.40 if any outside employment or activity by an MSU employee reasonably appears to create a conflict of interest or conflict of commitment.

Management plans must be developed and in place prior to the commencement of outside employment and activities that may create a conflict of interest. A management plan is a written agreement that may impose conditions and prescribe actions necessary, including reduction or elimination, to manage conflicts of interest, conflicts of commitment, or outside employment or activities.

After review of the facts presented, I recommend approval:

Department Head: _____ Date: _____ Approved Not Approved

Chair: _____ Date: _____ Approved Not Approved

Dean: _____ Date: _____ Approved Not Approved

Vice President: _____ Date: _____ Approved Not Approved

President: _____ Date: _____ Approved Not Approved

Definitions:

Financial Interest: A financial interest includes, but is not limited to: Anything of monetary value including, but not limited to, salary or other payments for services, fees, honoraria, gifts, or other in-kind compensation, whether for consulting, membership on a board of directors or advisory board, or any other purpose such as partial, interim, or milestone payments. Intellectual property rights including, but not limited to, patents, copyrights, and royalty income or the right to receive future royalties under a patent or other intellectual property rights, whether pursuant to a license or otherwise. Ownership and equity interests or entitlement to such interests in a publicly or nonpublicly traded business including, but not limited to, stock, stock options, partnership interests, and convertible debt. It does not include interests in publicly traded diversified mutual funds or similar investment vehicles where the individual investor has no direct control over the selection of holdings. What must be disclosed as either a significant or material financial interest will be governed by the particular policy governing that area.

Conflict of Commitment: A conflict of commitment refers to a situation where an employee engages in external activities, either paid or unpaid, that interfere with his/her obligation and responsibilities to the institution. Employees should evaluate and arrange their external interests in order to avoid conflicts of commitment that would compromise their ability to carry out their obligations to the institution.

Conflict of Interest: A conflict of interest refers a situation in which an employee's financial, professional, or other personal considerations may directly affect, or have the appearance of affecting, the employee's judgment in exercising any duty or responsibility, including the conduct or reporting of research, owed to the institution.

Management Plan: A management plan is a written agreement that may impose conditions and prescribe actions necessary, including reduction or elimination, to manage conflicts of interest, conflicts of commitment, or outside employment or activities.