

**Pacific University
External Consulting Disclosure Form
For Faculty Members**

Please note that if you have paid external consulting work you also need to fill out the Conflict of Interest Disclosure Form.

Please submit this form for each new external consulting arrangement to the college dean or to the Provost for non-college faculty members.

Professional Activities Requiring Disclosure on This Form

- All compensated external consulting arrangements related to professional expertise, including those undertaken when the faculty member is not on contract with the University.

Professional Activities *Not* Requiring Disclosure on This Form

- Providing services explicitly authorized by approved university practice plans.
- External professional activities reflecting normal and expected public and professional service by faculty members.

Name _____ **Department** _____

College _____ **Campus** _____

Person, firm or agency receiving services _____

Describe services to be provided: _____

Date(s) on which service will be provided _____
(do not cross fiscal years)

Faculty members may not engage in outside activities that would measurably reduce their ability to fulfill contractual obligations to the University. Consulting during off-contract periods is not subject to time limitations. Faculty members should avoid any conflict, or appearance of conflict, between outside activities and university responsibilities.

Intellectual Property. Consulting agreements sometimes require assigning intellectual property rights to the firm receiving consulting services. These provisions should be narrowly drawn to apply only to the specific question, issue, or problem that is the subject of the consulting agreement.

The university Intellectual Property Policy requires employees to report inventions or discoveries made in the course of their university employment to the University. This policy applies to all research conducted by employees in their areas of expertise, including research performed during non-contract time.

Does your consulting agreement require you to assign intellectual property to the entity for which you are providing services? Yes No

If yes, please attach a copy of the intellectual property provision in the agreement.

Use of University Facilities

Will university facilities (beyond university provided computer) be used in connection with consulting services? Yes No

If yes, describe required space, services, equipment and supplies (please note University Handbook sections 4.10.3.1.c.i.2 and 4.10.3.1.c.i.7, which describe allowable use of facilities).

Fees to be paid to the University for the use of

Space \$ _____ Equipment \$ _____ Services \$ _____
Supplies \$ _____

CONFLICTS OF INTEREST

The university Conflict of Interest Policy (University Handbook, section 4.10) applies to all outside professional arrangements, including those performed during non-contract time.

A conflict of interest exists if financial interests or other opportunities for personal benefit can reasonably be perceived to exert a substantial or improper influence on a faculty member's professional judgment in exercising any university duty or responsibility, including teaching or designing, conducting, or reporting research. The existence of a perceived conflict of interest does not imply that a faculty member's judgment has been compromised. Conflicts of interest must have an agreed-upon management plan, or the source of the conflict must be removed.

Is there a potential conflict of interest in this consulting relationship?

Yes
 No

If there is a potential conflict, then a Conflict of Interest Disclosure Form must be attached to this form, unless one has already been filed within this fiscal year that covers this proposed activity.

A Conflict of Interest Disclosure Form is attached: Yes No

I understand that, while providing authorized external consulting services, I remain responsible for the performance of all of my assigned duties and responsibilities within the University. In submitting this form, I affirm that the above information is true and complete to the best of my knowledge; I accept responsibility for complying with university policies on conflict of interest and paid external consulting.

Signature _____ **Date** _____

The college dean, or Provost for non-college faculty members, must be notified before faculty members undertake outside consulting activity related to their areas of professional expertise. Their signature indicates whether further consideration of potential conflict of interest is required.

Further consideration required?

Yes

No

College Dean/Provost _____ Date _____

College Dean/Provost action, if any:

College Dean/Provost _____ Date _____

It is the responsibility of the College Dean or Provost to

- notify the faculty member in writing if further consideration of conflict of interest is required
- place the original in the faculty member's file in Human Resources

* This form was modified from a form used by The Ohio State University