## Decision Matrix for Approval of Outside Activities and Conflict of Interest Disclosures

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1 – <strong>Scholarly and Professional Activities</strong></td>
<td>NO</td>
<td>YES if they reasonably appear to create a conflict of interest or conflict of commitment or if they interfere with the employee’s UT Tyler duties and responsibilities.</td>
<td>NO*</td>
</tr>
</tbody>
</table>

- Applies to faculty and exempt staff.
- Applies to academic activities that are clearly related to UT Tyler’s mission.
- Compensation may NOT exceed $1,000.

**Examples:**

1. Serving on a federal, state, or local government agency committee, panel, or commission.
2. Acting in an editorial capacity for a professional journal.
3. Reviewing journal manuscripts, book manuscripts, or grant or contract proposals.
4. Attending or providing talks at scholarly colloquia and conferences.
5. Developing scholarly communications in the form of books or journal articles, reviews, movies, television productions, and similar works, even when such activities result in financial gain.
6. Serving as a committee member, officer, or board member of a professional, academic, or scholarly society.

* Faculty and exempt staff without any outside activities to report must still log into the Portal during the annual disclosure period (January 1 – March 1 of each year) to report “No activity” for the prior year.
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<td>2 – <strong>Board Service or Other Personal Activities</strong></td>
<td>NO</td>
<td>NO</td>
<td>NO*</td>
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- Applies to faculty and exempt staff.
- Can be compensated or uncompensated.

**Examples:**
Serving on the board of any of the following:

1. municipality
2. local religious congregation
3. neighborhood association
4. public, private, or parochial school
5. political organization
6. social advocacy organization
7. youth sports or recreation league
8. affinity group

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### 3 – Outside Employment and Activities; Certain Board Service

- Applies to faculty and exempt staff.
- Outside employment during those months in which a member of the faculty appointed on a 9-month basis is not appointed (i.e., summer) does **NOT** require prior approval.

**Examples:**
1. Substantial foreign relationships.
2. Service as a consultant or advisor to any entity.
3. All outside teaching by faculty members, whether on site or distance teaching, that is in, or related to, the same discipline as their area of teaching at UT Tyler.
4. Service on outside boards, regardless of whether compensation is received.
5. Gifts of over $250 from a single entity (other than from a covered family member^).  
6. Interest in any business entity that has the potential to create a conflict of interest or a conflict of commitment (includes covered family members^).
7. Any outside activity that has the potential to create a conflict of interest or conflict of commitment.

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<td><strong>NO</strong> if the employee is <strong>NOT</strong> engaged in research or sponsored programs and is <strong>NOT</strong> involved in procurement activities over $15,000.</td>
<td><strong>NO</strong></td>
<td><strong>YES</strong>*</td>
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* Faculty and exempt staff without any outside activities to report must still log into the Portal during the annual disclosure period (January 1 – March 1 of each year) to report “No activity” for the prior year.

^ Covered family member: The employee’s spouse, dependent child, or a financially interdependent unmarried adult who resides in the same household.
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<td>4 – Financial Conflicts in Research</td>
<td>YES</td>
<td>NO</td>
<td>YES*</td>
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- Applies **ONLY** to employees engaged in research or sponsored projects.

- Applies to outside activities or financial interests received or held by the employee **OR** the employee’s covered family members^ that reasonably appear to be related to the employee’s UT Tyler responsibilities.

- Applies to **amounts received in the previous 12 months for the following:**
  1. Payments received from an outside entity in excess of $5,000.+  
  2. Interests in intellectual property and royalties.  
  3. Sponsored travel in excess of $5,000.+  
  4. Equity interests in an entity such as stock, stock options, or other ownership interest or entitlement.  
  5. Gifts totaling over $250 received in the last 12 months from a single entity (other than from a covered family member^).  
  6. Fiduciary positions for which the employee received any form of remuneration or reimbursement for expenses.

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+ NO DISCLOSURE is necessary for payments or travel sponsored by: federal, state, or local governmental agency; institution of higher education (includes UT Tyler); or academic teaching hospital, medical center, or research institute affiliated with an institution of higher learning.
Faculty and exempt staff without any outside activities to report must still log into the Portal during the annual disclosure period (January 1 – March 1 of each year) to report “No activity” for the prior year.

Covered family member: The employee’s spouse, dependent child, or a financially interdependent unmarried adult who resides in the same household.

Procurement activities: Decisions or recommendations regarding contract terms and conditions, who is awarded a contract, preparation of a solicitation for a contract, or evaluation of a bid or proposal.

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<td>5 – Procurement</td>
<td>YES</td>
<td>NO</td>
<td>YES*</td>
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- Applies to **ALL** exempt, part-time, or non-exempt employees involved in procurement activities.«

**Examples:**
1. Any contract or procurement with a private vendor with UT Tyler.
2. Any bid for the purchase of goods or services from a private vendor by UT Tyler.
3. Any agreement or arrangement with an outside person or entity that could present the appearance of a conflict of interest.

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