

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

Category	Prior approval required?	Activity allowed during regularly scheduled work hours?	Disclosure required after the fact (within 30 days)?
<p><u>1 – Scholarly and Professional Activities</u></p> <ul style="list-style-type: none"> • 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. <p>Examples:</p> <ol style="list-style-type: none"> 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. 	<p>NO</p> <p>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.</p>	<p>YES</p>	<p>NO*</p>

* 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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<p><u>2 – Board Service or Other Personal Activities</u></p> <ul style="list-style-type: none"> Applies to faculty and exempt staff. Can be compensated or uncompensated. <p>Examples: Serving on the board of any of the following:</p> <ol style="list-style-type: none"> municipality local religious congregation neighborhood association public, private, or parochial school political organization social advocacy organization youth sports or recreation league affinity group 	<p>NO</p> <p>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.</p>	<p>NO</p>	<p>NO*</p>

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Category	Prior approval required? (does NOT apply to covered family members [^])	Activity allowed during regularly scheduled work hours?	Disclosure required after the fact (within 30 days)?
<p data-bbox="107 264 653 342">3 – Outside Employment and Activities; <u>Certain Board Service</u></p> <ul data-bbox="132 386 856 542" style="list-style-type: none"> • 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. <p data-bbox="107 581 222 605">Examples:</p> <ol data-bbox="132 613 867 1252" style="list-style-type: none"> 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, <u>regardless</u> 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. 	<p data-bbox="1026 298 1079 324">YES</p> <p data-bbox="892 451 1215 607">NO if the employee is NOT engaged in research or sponsored programs and is NOT involved in procurement activities over \$15,000.</p>	<p data-bbox="1360 298 1413 324">NO</p>	<p data-bbox="1640 298 1709 324">YES*</p>

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[^] 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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<p>4 – <u>Financial Conflicts in Research</u></p> <ul style="list-style-type: none"> • 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 <u>covered family members</u>[^] 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: <ol style="list-style-type: none"> 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. 	<p style="text-align: center;">YES</p> <p>This may require a conflict management plan.</p>	<p style="text-align: center;">NO</p>	<p style="text-align: center;">YES*</p>

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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.

Category	Prior approval required? (does NOT apply to covered family members [^])	Activity allowed during regularly scheduled work hours?	Disclosure required after the fact (within 30 days)?
<p>5 – <u>Procurement</u></p> <ul style="list-style-type: none"> Applies to ALL exempt, part-time, or non-exempt employees involved in procurement activities.« <p>Examples:</p> <ol style="list-style-type: none"> Any contract or procurement with a private vendor with UT Tyler. Any bid for the purchase of goods or services from a private vendor by UT Tyler. Any agreement or arrangement with an outside person or entity that could present the appearance of a conflict of interest. 	<p>YES</p> <p>This may require a conflict management plan.</p>	<p>NO</p>	<p>YES*</p>

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« 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.