

Faculty Senate
Special Called Meeting
October 1, 2009

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:04 p.m. The roll was circulated for signatures.

Guests

Provost Terry Hickey, Frank Allen, Sherry Andrews, Robert Armatcost, Doug Backman, Sue Bauer, Lyman Brodie, John Cahill, Diane Chase, Lucretia Cooney, Jay Corzine, Barbara Fritzsche, Stephanie Gavarrete, Deborah German., Lynn Hepner, James Hickman, Lin Huff-Corzine, Jay Kapat, Cynthia Kisby, David Kuhn, Ranganthan Kumar, Jean Leuner, Niels Lobo, Tammie McClellan, Joe Muley, Patrick Murphy, Thomas O'Neal, Patricia Pates, Dick Pepler, Julia Pet-Armacost, Andrew Randall, Pam Rea, Debra Reinhart, Melvin Rogers, Michelle Snider, Yongho Sohn, M. J. Soileau, Michael Stern, Raj Vaidyanathan, David Wallace, Francisca Yonekura.

Dr. Cook turned the meeting over to Dr. Lin Huff-Corzine.

Dr. Huff-Corzine provided an overview of the history of the process by which the Potential Conflict of Interest and Commitment forms were revised to be put online. The committee that worked on the revision was composed of Doug Backman and Tom O'Neal, Research and Commercialization; Tammie McClellan, Institute for Simulation and Training; Lucretia Cooney, Heidi Watt, and David Kuhn, Faculty Affairs; Bob Armacost, College of Medicine (previously CECS); and Associate General Counsels Sherry Andrews and Jack Cahill.

Ms. McClellan reported on the new form. The language of what was previously Form AA21 has been updated to meet federal guidelines, Florida statutes, and the UCF collective bargaining agreement. The wording changes more clearly identify what needs to be disclosed. The online form contains links with definitions and clarifications. The online form simplifies the process by only expanding into subsections if further detail or multiple responses are needed to fully respond to each question. Supporting material can also be submitted online. The form is to be filled annually and can be updated as needed during the course of the year. Additional supplemental forms have now been incorporated into the online process.

The new system expedites the review process by supporting an electronic workflow. When appropriate, the Office of Research and Commercialization is automatically included in the chain of reviewers (specifically when answers to questions 1, 2, 3, and 9 involve sponsored research.) Throughout the process, faculty will be able to monitor the review of their submission. The final status of the review is disclosed by email.

Ms. McClellan displayed the website for demonstration. She provided an overview of the website features and walked through the process of submitting the form. There are ten main questions to be answered that lead to supporting subsections where needed. Drop-down boxes are used to answer questions and users are led to required supporting forms when necessary, all of which can be submitted electronically. Florida standards for conflict of interest are provided

on the electronic form as are links to Florida exemptions. Users can save the form as a draft without submitting it.

Faculty will be notified by email when it is time to fill out the form. The form can be reached from the Faculty Affairs website (<http://www.facultyaffairs.ucf.edu>) or the MyResearch website (<https://argis.research.ucf.edu>). Every faculty member has been provided an account for the MyResearch website. A faculty member can have only one form in progress at any given time, including a draft or a form going through the review process.

The floor was opened for questions. Dr. Cook moderated the question and answer period. A number of questions were raised and answered on topics including royalties, the difference between inside and outside activities, the language in the form, the \$10,000 remuneration threshold, the UFF cease and desist letter, and teaching at other institutions.

The form will be released on Monday October 5, 2009. The paper version can be submitted until that date. The form must be completed anew for each new reporting period.

Dr. M. J. Soileau noted that faculty should disclose any outside activity they intend to engage in prior to beginning that activity. State law requires that the needed exemption(s) be in place prior to beginning such an activity. Dr. Hickey stated that the electronic Conflict of Interest and Commitment form simplifies reporting and expedites the process of declaring and getting clearance for a potential conflict.

Questions about the form content or process can be directed to pca@mail.ucf.edu.

The meeting adjourned at 5:25 P.M.

**UNIVERSITY OF CENTRAL FLORIDA
POTENTIAL OUTSIDE ACTIVITY, EMPLOYMENT, AND CONFLICT OF INTEREST AND
COMMITMENT FACULTY REPORT (AA-21)**

Reporting Period: 08/08/2009 - 08/07/2010

Purpose:

The purpose of this disclosure statement is for all benefits accruing faculty members, including faculty administrators and researchers, to ensure that no unresolved conflict exists between primary university commitments and **outside activities**, interests, and commitments. This statement conforms with **Florida Statutes**; policies of the Board of Governors (BOG) and the University of Central Florida (UCF); provisions of the Board of Trustees-United Faculty of Florida **Collective Bargaining Agreement**; and current **federal guidelines** requiring disclosure for professional activities of faculty members, administrators, and **investigators**. This statement establishes specific facts to help your supervisor and other appropriate university officials determine whether a potential conflict exists so they can manage or eliminate the problem when possible. If a conflict is identified upon review by your supervisor or other appropriate university officials you will be notified and the conflict must be resolved.

Procedure:

This form must be completed at least annually, regardless of whether or not the faculty member has any **outside activities**, interests, or commitments to report. Failure to disclose the required information in a timely fashion is insubordinate and subject to disciplinary action up to termination of your employment with the university. A new disclosure form must also be submitted at any subsequent point during the reporting period that it becomes necessary to disclose any new or anticipated **outside activity**, interest, or commitment that has occurred or is expected to occur during that reporting period. Timely and complete disclosure of **outside activities** and potential conflicts of interest and commitment protects you from suspicion and accusations of breach of academic integrity. Information on policies, regulations, and requirements, as well as directions for completing the **potential conflicts of interest & commitment** form and the review process, is available on the **Office of Faculty Affairs** website. A list of **definitions** for some of the terms referenced below is available by selecting the linked words. For assistance you may also contact the Potential Conflicts Administration email, PCA@mail.ucf.edu

NOTE: For each question answered "Yes", all sub-questions that appear are required and must be answered. Upon answering all sub-questions, use the "Add Response" button to submit your answers to the question. Multiple responses may be submitted to each question.

Sponsored Research

Questions 1, 2 & 3 apply to faculty who have and/or plan to receive funding for sponsored research & training during the current reporting period. Please answer "No" if you have not received and/or do not expect to receive sponsored research & training funding during the current reporting period.

1. During the current reporting period do you have and/or plan to receive a sponsored research or training award and will you or members of your immediate family expect to receive a combined remuneration from a single source in the amount of \$10,000 or more for research & development services conducted by you within your field or discipline from sources other than the university? For this question only you do not need to include income from seminars, lectures or teaching engagements sponsored by public or non-profit entities; or income from service on advisory committees or review panels for public or non-profit entities.

Response: Yes No

2. During the current reporting period do you have and/or plan to receive a sponsored research or training award and will you or members of your immediate family, in aggregate, have or expect to receive more than 5% ownership interest (equity) in any single entity for your research &

development activity at the university?

Response: Yes No

3. During the current reporting period do you have and/or plan to receive a sponsored research or training award and will you or members of your immediate family receive more than \$10,000 from advanced payments and/or other compensation from intellectual property rights (patents, copyrights, trademarks) from a single entity for your research & development activity at the university? *You do not need to include royalties or compensation received from the UCF - Research Foundation, and/or from intellectual property made by you while a UCF employee outside your field or discipline in which you are employed, and/or for which no University support has been used (independent efforts). Consulting, professional or other services related to your academic or professional discipline should be reported in question 8.*

Response: Yes No

Use of UCF Students, Personnel, or Other University Resources (e.g., equipment, facilities, supplies) in Outside Activities

4. During the current reporting period do you intend to use the services of UCF students or personnel for whom you have supervisory or evaluative responsibilities at UCF, in carrying out any outside activity?

Response: Yes No

5. During the current reporting period do you intend to use other UCF resources (e.g., equipment, facilities, supplies) or services (including information technology resources) in carrying out any outside activity? *You do not need to report incidental use of such resources.*

Response: Yes No

Other Activities, Interests and Commitments

6. During the current reporting period will you hold or do you expect to run for political office?

Response: Yes No

7. During the current reporting period do you intend to engage in any teaching activity external to UCF (e.g., courses, workshops, lectures, training)?

Response: Yes No

8. During the current reporting period will you receive royalties, advanced payments, or other compensation from an external entity or engage in consulting, professional, or other services not reported elsewhere in this document, (e.g., textbook, novel, play, artwork) that relate to your academic or professional discipline? *You do not need to report work completed for professional discipline-related associations (e.g., serving as an officer of your academic discipline's national association; a journal editor; or on a national peer review committee). Sponsored activity compensation should be reported in question 3.*

Response: Yes No

Florida State Conflict of Interest Standards of Conduct

Florida State **conflict of interest** statutes (**FS 112.311**) requires that no employee shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest. In concert with the Florida Statute please answer the following Standards of Conduct (**FS 112.313**) questions:

9. During the current reporting period do you intend, as a UCF employee, to authorize business transactions with an entity in which you or your immediate family are an officer, partner, director or proprietor of the entity, have a material interest (direct or indirect ownership) of more than 5% of the total assets or capital stock of the business entity, and/or hold any employment or contractual relationship with the entity?

Response: Yes No

10. During the current reporting period do you intend to hold any employment or contractual relationship and/or engage in other activities, not previously reported on this form, in excess of your assigned teaching, research, and/or service responsibilities (e.g., serving as a director and/or board member, officer, partner, agent or in any managerial position with an entity external to the university) that may:

- lead an independent observer to suggest that a **conflict of interest** or commitment might exist
- require frequent or prolonged absences from the university on non-university business
- engage a substantial portion of the time you are expected to spend on assigned duties or university related activities
- create a continued or frequently recurring conflict between your private interests and the performance of your university employment responsibilities

You do not need to report work completed for professional discipline-related associations (e.g., serving as an officer of your academic discipline's national association; a journal editor; or on a national peer review committee; or other activity related to your UCF assigned duties).

Response: Yes No

I certify that the outside employer or recipient of services understands that I am engaging in such outside activity as a private citizen, not as an employee, agent, or spokesperson of the university. I further certify that the statements and disclosures provided herein are current, accurate, and complete, and understand that any false or misleading representations may result in disciplinary action up to and including termination of my employment.

Test Account

PRINT Name

Date