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| **Employee’s Name**: | **College/School/Department/Office**: |
| **Date**: | **Oversight Manager/Supervisor**: |
| **Outside Activity/Employment:** | **Plan Reviewer**: |

## Description

Employee is engaged in outside activities or employment unrelated to his/her university responsibilities that may create an actual, potential, or perceived conflict of commitment. [*Describe the potential conflict of commitment here*.] The purpose of this Agreement is to acknowledge the potential conflict of commitment and to ensure that the outside activity/employment does not impact his/her university responsibilities.

## Safeguards

### Employee agrees to: [*use only the paragraphs that apply to the situation*]

1. Disclose the outside activity/employment to his/her supervisor and to the university.
2. Refrain from using any university facilities, equipment, materials, and/or resources for any outside activity/employment without an appropriate agreement with the university for such use.
3. Refrain from engaging in outside activity/employment when expected to perform his/her university responsibilities, and to take approved leave/time-off to engage in outside employment or activities.
4. Refrain from utilizing students or staff whom he/she supervises or advises at the university as employees or volunteers for the outside activity/employment without written approval and oversight from the employee’s supervisor.
5. Delegate supervisory responsibilities over students or staff who also have an interest in the outside activity/employment to an independent university person to evaluate the performance or to make any decisions regarding the employment or academic status of the students or staff.
6. Disclose to his/her supervisor any and all changes that may affect this Agreement and update his/her university disclosure online within 30 days of any material change in relationships or financial interests.

## Oversight Plan:

### Oversight Manager agrees to: [*use only the paragraphs that apply to the situation*]

1. Exercise reasonable oversight to verify that Employee’s outside activity/employment, compensated or uncompensated, is not interfering with the Employee’s university responsibilities.
2. Exercise reasonable oversight to verify that Employee is not involved in discussing or making a university employment decision, academic decision, or performance evaluation about any students or staff who also have an interest in the outside activity/employment.
3. Review this Agreement with Employee at least on an annual basis to determine progress and what, if any, changes may need to be made to this Agreement.

Full Name acknowledges that the university will monitor and evaluate this plan as well as policies related to it, and, at any time should Auburn University (AU) determine, in its sole discretion, that the plan is not sufficient to guard actual or apparent conflicts of commitment or is otherwise not in the interest of AU, may determine the conflicts as not capable of management and may ask Full Name not to pursue the conflicting activities while an employee of AU. Full Name further acknowledges their personal duty to ensure their compliance with the Alabama Ethics Law (as applicable) and that this plan is not a substitute for that responsibility.

### Acknowledgement and Agreement

By signing below, I, Full Name, acknowledge my agreement and intent to comply with the principles and safeguards of this Conflict of Commitment Agreement.

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Full Name Date

Title of Employee

Name of Department

I approve the above Plan for handling the conflict of commitment identified by the employee.

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Full Name of Supervisor Date

Title of Supervisor

College/School/Department/Unit

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Name of Dean/VP/Director Date

College/School/Dept/Unit

*Please send proposed agreement to* [*coi@auburn.edu*](mailto:coi@auburn.edu) *for review and approval signature. Approved agreements will be routed back for signatures via Adobe Sign.*

*All final and signed Conflict of Interest/Commitment Management Plans or Agreements shall be sent to* [*coi@auburn.edu*](mailto:coi@auburn.edu) *and maintained by the Auburn University Division of Institutional Compliance & Privacy.*