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| **Faculty Name**: | **College/School/Dept/Office**: |
| **Date**: | **Oversight Manager**: |
| **Outside Entity and Relationship**: | **Student Name:**  |

An employee may have a conflict of interest when he or she or any of that person's immediate family possesses a personal or financial interest related to an activity that involves his or her university responsibilities. This includes any personal financial, economic, professional or personal gain or advantage of any kind from the employee's position in a manner that may inappropriately influence the employee's judgment, compromise the employee's ability to carry out Auburn (AU, AUM, ACES, AAES) institutional responsibilities or be a detriment to Auburn’s integrity. Moreover, the fact that an individual may be determined to have an apparent conflict does not imply that the conflict is unethical or impermissible; it means simply that the relation of the conflict to the individual’s institutional responsibilities must be carefully examined and in some cases managed. [See Auburn University’s Conflict of Interests Policy](https://sites.auburn.edu/admin/universitypolicies/Policies/ConflictsofInterestPolicy.pdf).

## A. Student Engagement in Faculty Enterprises

This purpose of this Agreement and its guidelines are to permit thoughtful and productive engagement of students in faculty enterprises, including startup companies and consulting activities, while protecting the academic interests of such students.

As part of Auburn’s commitment to the academic pursuits and integrity of its students, student engagement in faculty enterprises must be disclosed and approved through review and signature of this Agreement. The Oversight Manager will also meet with students engaged in activities covered under this Agreement on at least an annual basis while the work is ongoing to ensure that they are engaged voluntarily in meaningful work that does not interfere with their academic progress.

Name of Faculty Member wishes to engage Student Name in the following activity:

Description of Activity:*(Please provide a short description of the activity)*

Student Start Date: Click or tap to enter a date.

Student End Date: Click or tap to enter a date.

## B. Both student and faculty member understand and agree that:

1. Students always have the voluntary choice of whether or not to participate in faculty enterprise activities.  Coercion in any form by faculty is strictly forbidden.
2. The work assigned to the student should promote education and professional growth.
3. The work of the student must not interfere with his/her academic progress. Publications should never be restricted, and a graduation date should never be delayed because of faculty enterprise or consulting activities.
4. The magnitude of student work in a faculty enterprise should be kept to a reasonable level. Specifically, subject to the general limitations specified in item 3, activities should involve no more than one workday per week.
5. If during the engagement the student finds the enterprise work to be in conflict with academic progress, he/she has the right to cancel the arrangement with reasonable notice to the faculty member (e.g., two weeks).
6. A faculty member supervising the thesis work of a student concurrently involved in that faculty member’s outside enterprise cannot have sole signature authority on the student's thesis during the period of the student’s outside engagement. An additional and disinterested faculty member must be assigned as co-signer. Similarly, if the faculty member has a supervisory role in a class taken by a student concurrently involved in that faculty member’s outside enterprise, the faculty member must remove himself/herself from grading the student, thus avoiding potential conflicts of interest in the evaluation of the student's performance.
7. Students funded on federal grants, externally or internally sponsored assistantships, or university support must deliver the work effort for which they are paid, and faculty enterprise activities may not displace grant-supported work. Effort reporting procedures must assure this.
8. Where possible and reasonable, students should receive professional credit for their work, and they should, where possible, have some contact with the client and investors to facilitate their professional growth.
9. Faculty must disclose consulting and enterprise activities as required on conflict of interest disclosures, and student engagement in these activities should be explicitly reported. Students subject to university conflict of interest disclosure requirements must also disclose their activity in faculty consulting and enterprise activities.
10. The Dean’s office will maintain copies of signed *Student-Faculty Agreements* and a list of students involved in faculty enterprises, and will meet with these students at least on an annual basis for the duration of the work to ensure that students are engaged voluntarily in meaningful work that does not interfere with their academic progress.

Students have the right to file a complaint with their Dean’s office if they feel that any of the guidelines outlined in this Agreement are not being followed. The Dean’s office will review the matter and may seek adjustments in arrangements where necessary or terminate the activity and arrangement. In such circumstances, the Dean’s office will inform the student and faculty member that retaliation of any kind is against Auburn University policy and is strictly prohibited. If the matter cannot be resolved in the Dean’s office, the student or faculty member may contact the Office of Research Integrity or the Division of Institutional Compliance & Privacy for review of the matter.

### Acknowledgement and Agreement

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Click or tap here to enter text Date

Student

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Click or tap here to enter text Date

Faculty Supervisor

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Dean Click or tap here to enter text. Date

Dean of Click or tap here to enter text.

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