

Dear Colleagues:

I want to remind faculty of their obligation as Special State Employees (See the Massachusetts Law ([Chapter 268A: Conduct of Public Officials and Employees](#)) and the University's requirements for the approval of outside activities. The University recognizes the value outside activities can be to faculty and University. The submission of faculty consulting and outside activities disclosures is governed by the [Faculty Federation Agreement Article VIII. Section M](#) and [Board of Trustee Policy, T96-047: Faculty Consulting and Outside Activities](#).

University employees are entrusted with public resources and are expected to understand their responsibilities with respect to conflicts of interest and to behave in ways consistent both with law and with University policy. The University permits full-time faculty members to devote the equivalent of one day within the Academic Week to the performance of Outside Activities. The time commitment devoted by any Faculty Member to Outside Activities may not interfere with the faculty member's professional commitment to the University.

Full-time faculty members (a full-time employee of the University whose principal title is Teaching Faculty (all ranks), Clinical Faculty (all ranks), Instructor, Assistant Professor, Associate Professor, Professor, Chancellor/Commonwealth Professor, Research Faculty, or any other University employee whose principal duties consist of teaching and/or conducting academic research) are expected to devote to the University their primary professional loyalty and to direct to the University their time and energy. Full-time faculty are considered "special state employees" under MA General Laws Chapter 268A, as such, they are permitted to engage in limited activities outside of the University during normal working hours, provided such outside activities do not interfere with their primary obligations.

Outside Activities are activities undertaken by a Faculty Member in their area of expertise in association with individuals or entities outside the University (e.g., working as employee or consultant, serving as executive, director, or trustee for a company or organization). Note: [Teaching class\(es\) at another institution requires disclosure](#). Outside activities exclude short-term academic activities undertaken for professional development, such as seminars/lectures, conferences, scholarly events, or membership on editorial boards.

Section C of the Policy on Faculty Consulting and Outside Activities identifies three areas of prohibited or restricted activities: (1) Use of Students or University Resources; (2) Activities involving a Conflict of Interest; (3) Use of the University Name. Faculty members are ordinarily prohibited from performing Outside Activities that involve the use of University funds, facilities, or equipment. Use of the University's name is prohibited (except in describing an individual's credentials or in accordance with University policy). Outside Activities involving a potential conflict of interest (e.g., use of students) must be disclosed as required by the [Board of Trustee Policy, T96-039: Conflict of Interest Relating to Intellectual Property and Commercial Ventures](#) (See also – Faculty Federation Agreement Article VIII Section N).

UMass Dartmouth requires all full-time faculty to disclose involvement in Outside Activities or confirm the lack of involvement in Outside Activities annually. Before the commencement of any Outside Activity, disclose the proposed Outside Activity and obtain written approval issued by the Provost. Ensure to disclose material changes of previously disclosed/approved Outside Activities promptly. To submit a disclosure or revise a previously approved disclosure, please complete the attached [form](#). Email completed forms to disclosure.info@umassd.edu and copy your Dean and Chair. The Provost will review the submission and email determinations to faculty with their respective Dean and Chair copied.

Regards,

Ramprasad Balasubramanian
Interim Provost and Vice Chancellor for Academic Affairs



Consulting and Outside Activities Disclosure Form

Per the UMass [Policy on Faculty Consulting and Outside Activities](#), faculty members are expected to devote their primary professional loyalty to the University and direct their time and energy to the University. Per the Massachusetts Law ([Chapter 268A: Conduct of Public Officials and Employees](#)), UMass faculty are considered special state employees which are permitted to engage in limited activities outside of the University during regular working hours; provided such activities do not interfere with their primary obligations.

Instructions: UMass Dartmouth requires faculty to disclose involvement in Outside Activities or confirm the lack of involvement in Outside Activities, annually. Before the commencement of any Outside Activity, disclose the proposed Outside Activity and obtain the subsequent written approval issued by the Provost. Disclose material changes of previously disclosed/approved Outside Activities promptly. Submit new and revised disclosures via email to disclosure.info@umassd.edu for the Director of Institutional Ethics and Compliance (DIEC) and Provost to evaluate. If the outside activity poses a potential conflict per the [Policy on Conflicts of Interest](#), also submit a [Disclosure of Financial Conflict of Interest Form](#) to the DIEC and Chief Research Officer. Please email any questions to: disclosure.info@umassd.edu.

Name: _____
Department: _____

Dean: _____
College: _____

No Disclosure Confirmation. *If you have no outside activity to disclose, please confirm the following and submit signed.*

- I have read the [Policy on Faculty Consulting and Outside Activities](#) and [Policy on Conflicts of Interest](#).
- I do not have any outside activities to disclose at this time.
- I understand I am required to obtain approval of a revised disclosure prior to the start of an outside activity.

Signature: _____

Date: _____

Disclosure Information. *If you have an outside activity to disclose, please complete the following sections and submit signed.*

a. Details of Current or Proposed Outside Activities. *Provide sufficient information to describe the activity.*

b. Status:

Ongoing

To Commence

c. Name(s) of the Outside Entity: _____

d. Type of Outside Activity:

- | | | | |
|--|------------|-------------------|--------------------------------------|
| Working | Consulting | Teaching/Coaching | Advisory Boards/Review Panels |
| Intellectual Property Royalties | | Ownership/Equity | Paid Authorship or Speaker Fees |
| Executive, Trustee, Officer, Chair, Partner, or Director | | | Professional Certification/Licensure |
| Other, explain: _____ | | | |

e. Estimated Timeframe:

State Date: _____

End Date: _____

____ Days ____ Evenings
____ Short term ____ Long term

____ Weekends
____ Off Contract, describe: _____

f. Estimated Duration:

Total Hours: _____

____ Hours/Week ____ Hours/Month

____ Hours/Year

Consulting and Outside Activities Disclosure Form

g. Are you compensated for this activity? **Yes** **No**
If paid as an employee or consultant, clarify if you, family member, or partner have a financial interest in the matter. You may provide compensation details to clarify the nature of compensation (i.e. reimbursement for travel, honorarium for speaking, etc).

h. Are any UMass Dartmouth resources used (phone, computer, email, equipment, etc.)? **Yes** **No**
If yes, include details about the extent of resources to be used.

i. Are students you advise or supervise involved in the activity in any way? **Yes** **No**
If yes, include details about the extent of student involvement.

Disclosure Confirmation:

I have read the [Policy on Faculty Consulting and Outside Activities](#) and [Policy on Conflicts of Interest](#).

I understand if the outside activity changes, I am required to submit and obtain approval for a revised disclosure .

Signature: _____ **Date:** _____

DIEC Statement:

I do not foresee any conflicts of interest nor conflicts of commitment with this disclosure.

I foresee a conflict of interest or conflict of commitment with this disclosure. Revision and/or further review required.

Signature: _____ **Date:** _____

Provost Statement:

I approve this disclosure. Please retain a copy of this decision as required in the University’s policy.

I do not approve this disclosure. To appeal this decision, contact the DIEC and Chief Research Officer.

Signature: _____ **Date:** _____
