

**UNIVERSITY OF MASSACHUSETTS DARTMOUTH
DISCLOSURE & APPROVAL FORM FOR
FACULTY CONSULTING AND OUTSIDE ACTIVITIES**

Full-time faculty members are expected to devote their primary professional loyalty and their time and energy to the University. They are considered “special state employees” for the purposes of the Massachusetts law governing the conduct of public officials and employees (MA General Law 268A). However, 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. Faculty are required to utilize this form to disclosure outside activities.

Disclosure Procedure: Before the commencement of any Outside Activity subject to this Policy (T96-047), the University requires a Faculty Member to disclose the proposed Outside Activity to his or her Dean and Provost, and to receive written approval of such Outside Activity. The University makes this form available to do so. The University also requires prompt disclosure of material changes in previously disclosed Outside Activities. Deans shall forward disclosures of Outside Activities that pose potential conflicts of interest to the Provost and Chief Research Officer for further consideration and review. If the outside activity poses a potential conflict of interest, faculty must submit a Disclosure of Financial Conflict of Interest Form. Disclosure of Financial Conflict of Interest Forms are submitted to the Chief Research Officer.

Representative Examples of Outside Activities Covered and Not Covered: Working as an employee or consultant, or serving as an executive, trustee, officer or director for a company or a non-profit organization must be disclosed. Examples of activities which do not require disclosure are: short-term academic activities undertaken for professional development such as lectures, government or professional society advisory panels, scholarly events, membership on editorial boards, university approved grants and university approved sponsored research.

The sections in red below should be completed by the faculty.

The section in blue should be completed by the Dean/Provost.

University of Massachusetts Dartmouth Faculty Consulting and Outside Activities Disclosure Form

NAME:
College:
Dean's Name:

I have read the University's policy on Faculty Consulting and Outside Activities, and in accordance with this policy, I hereby disclose the following:

I am currently engaged in outside activities as described below:

I am considering commencement of an outside activity as described below and request prior approval:

Details of Current or Proposed Outside Activities (include name of outside entity):

Start Date:
End Date:
Time Involved (hrs/week):
Total Hours:

I have read the University's policy on Faculty Consulting and Outside Activities, and I do not have any outside activities to report at this time. However, I understand that if this changes I am required to obtain approval prior to the start of such activities.

Submitted by:

Signature

Date

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

I do not approve this request. The faculty member may appeal this decision to the Chief Research Officer.

Provost Signature

Date