

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:056	Supersedes Policy Number: 5:056
Date: April 11, 2012	Dated: September 2, 2008
Subject: Conflict of Interest	Mandatory Review Date: April 11, 2017
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: <u>1:02:03:10</u>
Approved: President: Signature on File	

All Austin Peay State University employees serve a public interest role and thus have a clear obligation to conduct all affairs of the University and the TN Board of Regents in a manner consistent with this concept.

All actual or perceived conflicts of interest should be avoided. Allowing a conflict of interest to be present without addressing the conflict as guided by policy is a serious violation of an employee's duty to the University. Austin Peay State University employees should avoid situations where the self interest or actions of the employee diverge from the best interests of the University. Employees should avoid external commitments which significantly interfere with the employees' ability to perform the duties required of their assigned positions.

Austin Peay State University follows the procedures documented in TBR Policy 1:02:03:10 for reporting possible conflict of interest.

Purpose:

The conflict of interest policy provides guidance to help employees of Austin Peay State University recognize and avoid conflicts of interest and to make employees aware of the need to disclose any potential conflicts of interest. The Conflict of Interest and Intellectual Property and Rights Committee (CIIP) will evaluate and render decisions related to proposed conflicts of interest.

Definition:

TBR defines a "conflict of interest" as occurring when personal interests, financial or otherwise, of a person who owes a duty to the TBR and its constituent Institutions (Regents and all employees) actually or potentially diverge with the person's professional obligations to and the best interests of the TBR and its Institutions".

TBR defines a “conflict of commitment” as occurring “when the personal or other non-work related activities of an employee of the TBR and its constituent Institutions impair the ability of that employee to meet their commitments of time and energy to the TBR and its Institutions”. (See also TBR Policy 5:01:05:00, Outside Employment and Extra Compensation and APSU Policy 5:026, Outside Employment)

TBR defines a Family member as including the “spouse and children (both dependent and non-dependent) of a person covered by this policy”.

Examples of situations that can create Conflicts of Interest (list does not include all possibilities):

1. Personal financial benefit-the employee appears to influence a University decision from which that person, family member, or other person in a close personal relationship with the employee benefits financially, such as institutional purchases from businesses that the employee has a financial interest, acceptance of gifts, and use of educational materials or grant funding from which an employee or family member receives a financial benefit.
2. Use of students or support staff- for non-University related activity that benefits a faculty or staff member.
3. Use of State owned resources (facilities, equipment, materials) - for non-University related purposes.
4. Failure to disclose intellectual property-inventions and copyrightable works which may have commercial value and have been developed during employment by APSU.
5. Supervision of relatives-no employee should be responsible for supervising the job performance of another relative.
6. Acceptance of gifts (\$50 or less is acceptable if it pertains to food, refreshment, or beverages as part of a meal for events, such as tradeshow and professional meetings and other instances as described in the TBR policy under exemptions), gratuities, or favors.
7. Awarding of scholarships or other funding, including employment opportunities, to students whose APSU employed parent/spouse serves in an influential capacity in determining who will be awarded the available scholarships or financial funding.

Procedures, Pathway for Reporting Conflict of Interest and Flow Chart:

http://www.apsu.edu/sites/apsu.edu/files/policy/5056_link_Conflict_of_Interest_Procedures_and_flow_chart_0.pdf