

DISCLOSURE STATEMENT
PPM 3-54, CONSULTING AND EXTERNAL EMPLOYMENT ACTIVITIES
PPM 3-36, CONFLICTS OF INTEREST

I, _____, hereby make the following declarations:

1. I understand that full-time employees of the University are expected to give full service to the work of the University as their prime employment activity.
2. I understand that consulting and external employment activities, including self-employment, must not interfere with the contractual obligations and services expected by the University.
3. I have read and understand PPM 3-54 and PPM 3-36 and agree to comply with those policies. In addition, I understand that I may not use University resources, including email or internet, for other employment or business activities.
4. The following is a description of all of the consulting or external employment activities, including self-employment, with which I am involved:

Describe activity, including employer, times, and nature of involvement:

5. I understand and agree that whenever my position or activities change significantly, I must submit an amended form.
6. I understand that submission of this form does not entitle me to engage in any activity that creates a real or apparent conflict of interest. All conflicts of interest must be managed after being disclosed herein. A separate management plan may be created and approved by the supervisor or department chair and dean or division head.

DATED this _____ day of _____, 20____.

Signature of Employee

Signature of Supervisor of Employee

Printed Name of Employee

Print Name of Supervisor of Employee