

## Potential Conflict of Interest Disclosure Form

### Baldwin-Wallace College Policies on “Non-College Work” and “Conflict of Interest”

Baldwin-Wallace College respects the rights of all College employees to engage in activities outside the normal scope of employment, so long as those activities do not conflict with or reflect adversely on the College’s interests. Faculty and professional staff may be most vulnerable to potential conflicts of interest. Policies regarding disclosure of potential conflicts of interest may be found in several places in the Faculty Handbook (See 2005 edition of the *Baldwin-Wallace College Faculty Handbook* pages 67-69 and 97-98). Briefly, it is prohibited for faculty or professional staff to be involved with another school or commercial/noncommercial enterprise to a degree or in a manner that diminishes the effectiveness of teaching, scholarly work, academic advising, or Baldwin-Wallace College service.

Employees must disclose all of their involvements with the work of other schools or commercial/noncommercial enterprises that may take time from College responsibilities or may directly, or indirectly, have a negative impact on (or be perceived to have a negative impact on) the College. This addendum will serve as a guide to those individuals who must disclose potential conflicts of interest.

Prior to engaging in an activity, a Disclosure Statement must be completed by the employee and forwarded to the employee’s immediate supervisor (ordinarily, a department chairperson) for review and signature to affirm the employee’s compliance with the College’s Policy on Conflict of Interest. If a Disclosure Statement is not initiated by the employee, it may be requested by the immediate supervisor or appropriate Vice President. This document will then be reviewed by the appropriate Vice President in the employee’s line of supervision. This Vice President will decide if the apparent conflict harms the College in any way. If not, the Vice President will sign the disclosure and forward it to the President to be filed for three years or until the termination of the activity, whichever is longer.

If it is determined that the external involvement is in violation of the College’s Conflict of Interest Policy, the employee, faculty or professional staff member will be required to cease involvement in such activities or resign their position from the College. If a resignation is not provided, failure to comply with the Conflict of Interest Policy will be considered breach of contract and the employee may be dismissed for cause.

If an employee refuses to complete a Disclosure Statement in good faith, s/he may be dismissed for cause.

