**Conflict of Interest Management Plan**

* *Employee:*
* *UVID:*
* *Department:*

A well-crafted *Conflict of Interest Management Plan* can resolve most apparent or potential conflicts of interest. Such Plans are preventive tools designed to maximize the employee’s and the University’s credibility and public confidence. **This plan should be completed in collaboration with the employee and their immediate supervisor.** Management Plans are treated as confidential.

**CONFLICT OF INTEREST MANAGEMENT PLAN:**

**1) *If staff employee...*Background:** *Describe the nature of work, decisions, or specialties the staff employee performs for the University.*

|  |
| --- |
|  |

**1) *If faculty employee...*Background:** *Describe relevant taught course(s) by section and number; the class location, days, and time; the semester the course is being offered. Insert any department and committee obligations. Describe any other relevant institutional obligations and the general nature of the conflict related to the faculty member’s academic duties.*

|  |
| --- |
|  |

**2) Specific Conflicts:** *Discuss the nature and number of reasonably foreseeable conflicts. In what ways could the employee’s outside interests and UVU’s interests possibly conflict? In what ways the employee’s decision making could be influenced? If applicable, discuss the employee’s distribution of time and effort between their UVU employment and their participation in an outside activity (“conflict of commitment”).*

|  |
| --- |
|  |

**3) University Resources and Intellectual Property:** *Discuss the University property or other University resources or materials that will be used in relation to this conflict. Will the employee’s business hire or otherwise benefit from the labor from students, subordinates, or colleagues? Discuss plans to appropriately track any such resources or property.* *Enter N/A if not applicable.*

|  |
| --- |
|  |

**4) Management:** How will*the employee and their supervisor maintain the employee’s ability to reliably perform their UVU obligations amid competing non-UVU interests, investments, incentives, or time commitments? Provide specifics on how the management plan will be implemented and monitored to ensure compliance to the plan. Include details on any agreements or contracts, employee reporting changes (such as reporting to a separate supervisor), costs to be reimbursed, or related commitments from the employee (such as a commitment to refrain from participating in UVU decisions/proposals affecting their business or family).*

|  |
| --- |
|  |

**5) Review Cycle**: *Which months throughout the year should the supervisor and employee meet to review progress and ensure compliance with the Plan? At a minimum, the supervisor and the employee must meet annually to review progress and ensure compliance. University Compliance will send an annual management plan review reminder for the chosen months.*

|  |
| --- |
|  |

**6) Attachments:** *Include any relevant documentation to explain the employee’s situation or management plan. For example, any appropriate lists, contracts, agreements, or any other legal document relating to the relationship between the employee and the University.*

Submitted by: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Date

Approved by: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print Name (Supervisor)

Approved by: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Compliance Officer Date