

UFOLIO Onboarding Packet

How do I report my outside activities and interests?

Once your college has been onboarded, log in to UFOLIO at <https://ufolio.compliance.ufl.edu> to get started. (You will not have access until your college's onboarding day.) You must log in even if you have nothing to disclose. For technical assistance, please refer to the [UFOLIO Quick Start Guide for Disclosers](#), which provides step-by-step reporting instructions for faculty using UFOLIO. For additional technical assistance, please contact the [UF Computing Help Desk](#) at 352-392-HELP or helpdesk@ufl.edu. You may also directly contact the UFOLIO Project Team with any questions about UFOLIO. To reach them, please email ufolio-help@ufl.edu.

I am a Reviewer in UFOLIO. How do I review disclosures?

Chairs, Deans, and other faculty supervisors are designated as Reviewers in UFOLIO. To use UFOLIO as a Reviewer, please refer to the [UFOLIO Quick Start Guide for Reviewers](#). Reviewers should contact the UFOLIO Project Team directly with any questions about reviewing in UFOLIO. To reach them, please email ufolio-help@ufl.edu.

Examples of Inside and Outside Activities

The [UFOLIO Examples List](#) provides examples of activities and interests that require disclosure in UFOLIO, as well as examples of situations that typically do not require disclosure. This list is not all-inclusive. Please ask your department chair or supervisor for guidance if you are still unsure about your disclosure responsibilities.

11 Questions + Help Text

When you log in to UFOLIO to create a new disclosure, you will be asked to respond to a series of 11 screening questions. Your answers to these questions will help UFOLIO determine if you have anything to disclose. Please refer to our [11 Questions Help Text](#) document for more information.





Why is UF doing this?

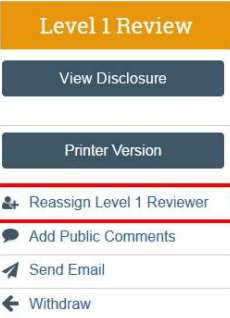
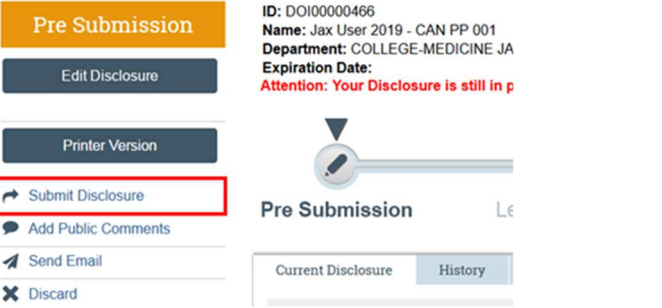

As President Fuchs noted in his State of the University Address, “one of the new realities faced by every major research university is competing interests for our ideas, our technologies, and our talent, sometimes in the form of activities that are offered outside of UF employment. As such, we are all being asked to be more conscientious about both reporting and securing advance approval for outside activities and financial interests before entering into external agreements.” Please see our [Fundamental Considerations for UF Employees](#) for additional guidance.

Who reviews my disclosure?

Disclosures are reviewed by the faculty member's immediate supervisor as well as the Conflicts of Interest Program established under the office of the Provost. Ancillary reviewers may also be asked to review certain disclosures. For more information on UFOLIO reviews, please refer to the [UFOLIO Approvals Flowchart](#) and visit our webpage for more information about our [Ancillary Review Partners](#).

UFOLIO Quick Highlights

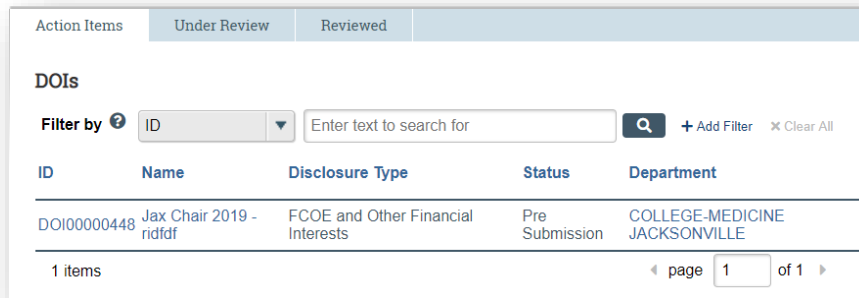
<p>1. Click Create Disclosure. You will need to create a disclosure for each activity and/or interest you need to disclose. Everyone must create at least one disclosure form every 365 days, even if you DO NOT have anything to disclose.</p>	
<p>2. Answer all the questions on the Basic Information form. If you are unsure whether to answer Yes or No for a particular question, you may refer to the Outside/Inside Activities and Interest list of examples located in the Help Icon at the top of the form, or you may consult with your chair.</p> <p>If you answer No to all of the questions, you are almost done. Just a few more clicks to certify and submit. Skip to Step 6.</p>	
<p>3. UFOLIO is an entity based system. You may either select your entity from the list, or you may enter free text in the optional field. Fill out as much about the entity as possible in the subsequent field.</p>	
<p>4. Confirm the type of activity or interest you have in the entity by selecting the appropriate response for Question 4.</p>	<p>4. * What type of outside activity and/or financial interest do you have or will you have?</p> <p><input type="radio"/> I [my spouse, dependent children, or relatives] have or am seeking approval to have a senior position or contract with UF.</p> <p><input type="radio"/> I [my spouse, dependent children, or relatives] have an ownership interest of \$5000 or more in a third party such as a mutual fund.]</p>
<p>5. You will be brought to a disclosure form specific to your disclosure type. Please answer as fully and accurately as possible. Hit continue when you are done.</p>	
<p>6. Once you are done adding information, you will be brought to the certification page. Enter your initials and click next, you are <i>almost done</i>, but there is one more step. You will now be brought to the Disclosure Workspace to review your disclosure details.</p>	
	<p>7. At this time, it is important to check your Level 1 Reviewer, who should be your direct supervisor. UFOLIO relies on HR supervisor data. Click on the “Reviews” tab and check the name next to “Reviewer” in the Level 1 section. If your reviewer is blank, or if it is the incorrect supervisor, you may override the supervisor for</p>

 <p>Level 1 Review</p> <p>View Disclosure</p> <p>Printer Version</p> <p>Reassign Level 1 Reviewer</p> <p>Add Public Comments</p> <p>Send Email</p> <p>Withdraw</p>	<p><i>this disclosure only</i> by clicking the “Reassign Level 1 Reviewer” activity from the left-hand menu. Follow on the on screen prompts to select a new reviewer.</p> <p>NOTE: Overrides will have to be confirmed, and all parties are notified of the change. To permanently correct an incorrect supervisor, please see your appropriate HR liaison to correct your supervisor data.</p>
 <p>Pre Submission</p> <p>ID: DOI0000466 Name: Jax User 2019 - CAN PP 001 Department: COLLEGE-MEDICINE JA Expiration Date: Attention: Your Disclosure is still in p</p> <p>Edit Disclosure</p> <p>Printer Version</p> <p>Submit Disclosure</p> <p>Add Public Comments</p> <p>Send Email</p> <p>Discard</p> <p>Pre Submission</p> <p>Current Disclosure History</p>	<p>8. In the disclosure workspace, you may edit your disclosure by clicking the “Edit Disclosure” button on the left.</p> <p>To submit your disclosure for review, please click “Submit Disclosure” on the left-hand menu.</p>
 <p>Level 1 Review</p> <p>View Disclosure</p> <p>Printer Version</p> <p>Reassign Level 1 Reviewer</p> <p>Add Public Comments</p> <p>ID: DOI0000466 Name: Jax User 2019 - CAN PP 001 Department: COLLEGE-MEDICINE JACKSONVILLE Expiration Date:</p> <p>Submitted Level 1 Review</p> <p>Hello, Jax User</p> <p>My Profile</p> <p>Logoff</p> <p>User, Jax</p> <p>Employer: COLLEGE-MEDICINE JAC</p> <p>Phone:</p> <p>E-mail: [redacted]@gmail.com</p>	<p>9. Once you have submitted your disclosure, UFOLIO will email your Level 1 reviewer to notify them it is ready for review. You can track the status and history of your disclosure by logging into the system. Once all of the review steps are complete, UFOLIO will notify you of the final state.</p> <p>At this time, it may be helpful to confirm your email address, as the system will email you important notifications. Do so by clicking the drop down menu under your name, and then clicking “My Profile.”</p> <p>Your email will be displayed under your name. If this email is incorrect, please update your preferred business email in UF Person Hub and/or contact your HR liaison for assistance in this matter.</p>

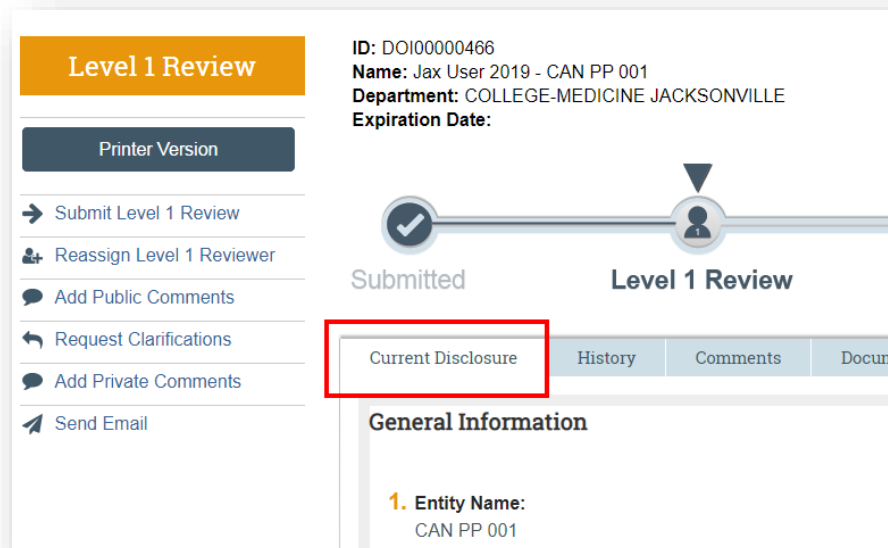
UFOLIO QUICKSTART REVIEWER GUIDE

The following instructions will walk you the basics of how to use UFOLIO as a Reviewer.

1. Click on the **disclosure** you wish to review.



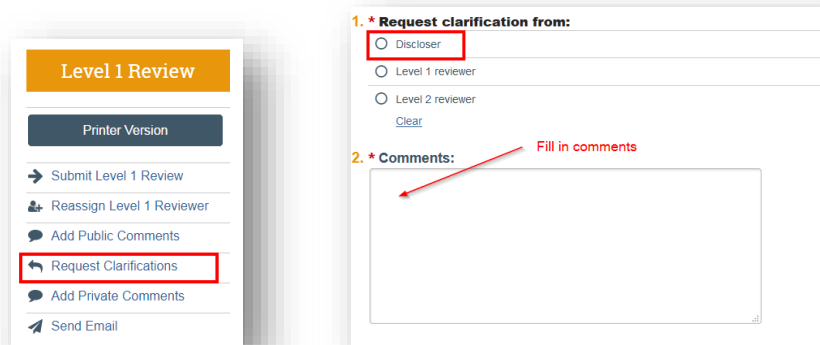
2. You are now in Disclosure Workspace. The information for the disclosure is defaulted as your first view, otherwise called the **“Current Disclosure”** tab. Scroll down the page to review all of the information.



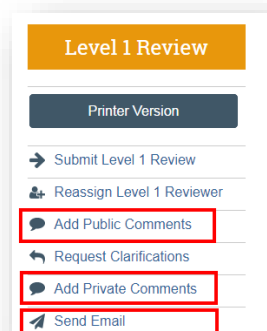
3. You may also see other pertinent information about the disclosure by clicking on any of the **tabs**. The Disclosure Portfolio tab is of special note. It will let you access and view all disclosures that a person has, if you have the corresponding permissions.



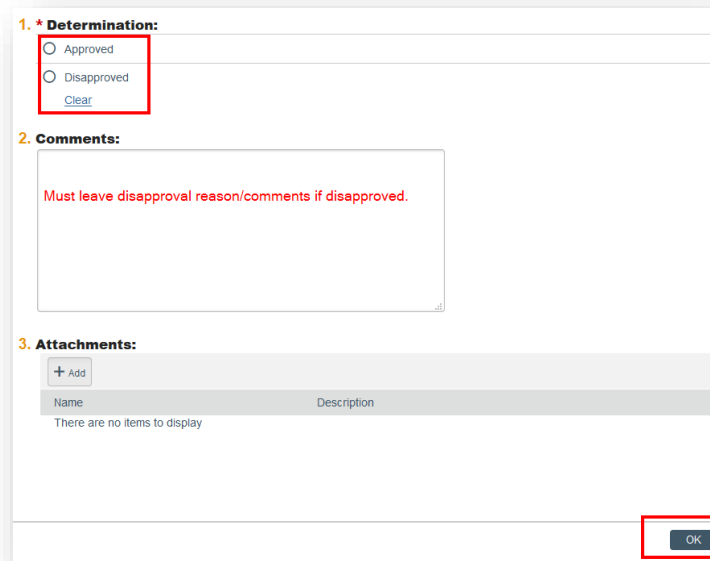
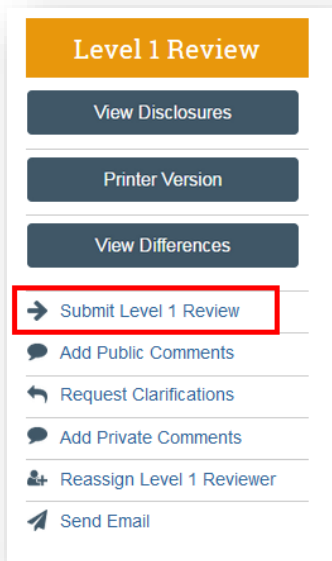
4. After reviewing all pertinent information, if you need clarification from the discloser, click **Request Clarifications** from the left-aligned activities menu. Then, select **Discloser** and leave appropriate comments and questions. They will be messaged that you have requested clarifications.



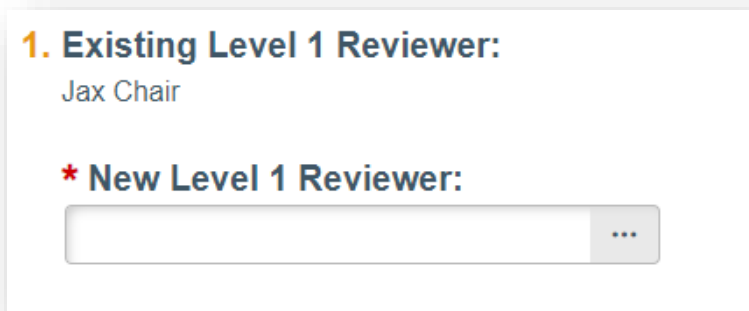
5. You may also leave public and private comments, as well as send an email. Public comments are visible to everyone, as are emails, so please be mindful of this. Sending emails also allows the recipient to view the disclosure. Private comments are only visible to users in the review chain, such as a Level 2 reviewer.



6. When you are ready to submit your review (approve or disapprove), click the **Submit Level 1 Review** activity on the left-aligned activities menu. Then, either **approve** or **disapprove**. If you disapprove, you must enter comments. Select OK when you are ready to submit your review.



7. You may also reassign another reviewer. For instance, if you are traveling, you may want to reassign your review. To do so, click **Reassign Level 1 Reviewer**. Then, either type or select the new reviewer and click ok.
NOTE: The new reviewer will have to confirm the reassignment.



EXAMPLES OF REPORTABLE AND NON-REPORTABLE ACTIVITIES AND INTERESTS

UFOLIO Examples List

This document provides examples of the type of activities and interests that require disclosure in UFOLIO, and examples of situations that do not require disclosure. This list is not all-inclusive. Please ask your department chair or supervisor for guidance if you are still unsure about your disclosure responsibilities. v 3.1; 3/23/2020



DISCLOSE IN UFOLIO!

Outside Activities and Financial Interests that must be disclosed in UFOLIO:

An activity you do for an outside entity that is not part of your assigned UF duties but is related to your UF expertise, or a financial interest in an entity that could create a conflict of interest.

- **Employment & Professional Services:** Compensated or uncompensated outside employment, consulting, or other professional services related to your UF expertise (e.g., a physician consulting for a pharmaceutical company, serving on advisory boards, etc.).
- **Leadership Roles:** Compensated or uncompensated business leadership roles related to your UF expertise (e.g., engineer serving on Board of Directors of National Society of Professional Engineers).
- **Business with UF:** Management positions or financial interests in outside entities that enter into contracts/agreements with UF (sales, services, leases, etc.), or that benefit from your UF affiliation.
- **Research:** Conducting any research that is not coordinated through UF.
- **Research Sponsors & IP Licensees:** Any outside activity, financial interest, or management position in an outside entity that sponsors your UF work or licenses intellectual property/technology from UF.
- **Expert Witness & Legal Consulting:** Serving as an expert witness or legal consultant in an administrative, legislative, or judicial proceeding.
- **Teaching/Research/Service Appointments:** Teaching, research, or other service appointments at other institutions, including serving as a visiting instructor, scientist, temporary appointment, etc.
- **Writing/Editing:** Writing or editing a publication related to your UF expertise, unless this activity is considered by your chair/dean to be part of your UF assignment, e.g., certain activities conducted in the College of the Arts and/or for M.F.A. programs.
- **IP Income:** Receiving from an outside entity any royalties, licensing fees, or other income from patents, copyrights, or other intellectual property related to your UF knowledge, skills, or expertise.
- **Works Assigned to Students:** Receiving income from works (e.g. textbooks) that you assign to students in your UF course/program.
- **Public Office:** Running for public office or holding elected office (e.g. City Council, State Senate, etc.).

EXAMPLES OF REPORTABLE AND NON-REPORTABLE ACTIVITIES AND INTERESTS



DO NOT DISCLOSE IN UFOLIO!

Activities and Financial Interests that should **NOT** be disclosed in UFOLIO:

An activity you do outside of work that is unrelated to your UF expertise, or a financial interest in an outside entity that does not create a conflict of interest. In addition, 'inside activities' you engage in as part of your UF responsibilities must not be disclosed in UFOLIO. In instances where these activities might represent potential time commitment conflicts or adversely impact your UF responsibilities, you should proactively discuss them with your supervisor. However, these activities should not be disclosed in UFOLIO.

- **Volunteering:** Volunteer or community service activities (e.g., coaching youth sports programs; volunteering at church; participating in community clubs/service organizations).
- **Employment:** Employment outside of normal UF working hours (or while taking vacation leave) which is unrelated to your UF knowledge, skills or expertise (e.g., working part-time for a local company; working as a cashier; selling crafts at a community event).
- **Retirement Accounts & Investments:** Retirement accounts, stocks, mutual funds, and other financial securities that do not create a financial interest that must be reported.
- **Real Estate:** Managing rental properties or other real estate interests.
- **Jury Duty:** Reporting for jury duty.
- **Military Service:** Service in the United States Armed Forces.

Inside Activities: Wearing Your UF Hat: Any activity you do as part of your UF responsibilities should not be disclosed in UFOLIO. Such activities should be documented through a Faculty Assignment Report, Effort Report, or a Travel Authorization Request (TA). Reporting requirements set by sponsors must also be met.



- **Speaking, Conferences, & Seminars:** Participating in scientific or educational conferences or other events while representing UF (e.g., serving as educational speaker, conference organizer, etc.).
- **UF Research:** Research activities coordinated through UF contracts or grants, including related travel.
- **Government Sponsors:** Reviewing proposals for a federal or state government sponsor or a domestic non-profit organization.
- **Writing/Editing:** Writing or editing activities considered part of your UF role by your Chair/Dean.
- **Professional Membership:** Membership in an academic or professional society (however, serving on the Board or carrying a fiduciary role requires disclosure).
- **Awards:** Receiving honors, academic awards, or an honorary degree from a non-profit entity.
- **Sabbatical:** Sabbatical or leave for professional development (approved through separate process).
- **IFAS Extension:** Providing IFAS Extension services.
- **Federal Programs:** Serving as a program manager for a federal agency or working on an assignment through the Intergovernment Personnel Act or a related federal program.
- **Fulbright:** Participating in the Fulbright (Scholar) Public Policy Fellowship program.
- **Thesis/Dissertation:** Serving as an external member of a thesis or dissertation committee.

UFOLIO – 11 Questions Help Text

1. **Do you or your spouse, child or relative have a management position (e.g., officer, director, partner, proprietor), or a material financial interest (more than 5% ownership interest) in an outside entity that enters into agreements or contracts with UF (e.g., service agreements, leases, sales agreements) or does business with UF in any capacity?**
 - a. Under the Florida Code of Ethics for Public Officers and Employees, a conflict of interest could exist if you or your spouse, child or relative has a management position or material financial interest in an outside entity that does business with UF. Answering “yes” to this question does not necessarily mean you have an impermissible conflict of interest. However, your answer will help us determine if an analysis is warranted under applicable laws and guidelines which restrict UF employees from having certain types of relationships with outside entities that do business with UF.
 - b. Answer “yes” if you or your spouse, child or relative has a management position or material financial interest in an outside entity that enters into agreements or contracts (e.g., service agreements, leases, sales agreements) with UF, licenses UF technology, sponsors UF research, or does business with UF in any capacity.
 - c. Note: “Relative” means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee.

2. Do you or your spouse or dependent child have a financial interest of \$5,000 or more in a publicly traded entity where the financial interest reasonably appears to be related to your institutional responsibilities? “Financial interest” consists of the aggregate value of any remuneration received from the entity and any equity/ownership interest (including stock, stock option, or other ownership interest) in the entity as of the date of disclosure. [Note: Remuneration includes any payment or compensation for services received from the entity in the twelve months preceding the disclosure. Do not include income or any equity/ownership interest from independently managed investment vehicles like mutual funds or retirement accounts.]

- a. Under the Florida Code of Ethics for Public Officers and Employees, a financial interest in a publicly traded entity which reasonably appears to be related to your institutional responsibilities creates a basis for a possible conflict of interest. In addition, federal law governing U.S. Public Health Service (PHS) grants and contracts requires disclosure of any “Significant Financial Interest” that would reasonably appear to be related to the Investigator’s institutional responsibilities. Generally, an “Institutional Responsibility” is defined as teaching/education, research, outreach, clinical service, training, or public service done on behalf of UF and directly related to the credentials, expertise and achievements upon which your UF position is based. This question helps us determine whether your financial interest in a publicly traded entity requires further analysis under applicable laws and guidelines governing the conduct of public officers and federally funded researchers.
- b. Answer “yes” if you or your spouse or dependent child has a financial interest of \$5,000 or more in a publicly traded entity where the financial interest appears reasonably related to your UF responsibilities in any capacity. Examples include conducting UF laboratory research while receiving payments for advising a publicly traded laboratory supply company; managing a UF horticultural program while holding stock in an agrochemical or agricultural biotechnology company; a physician consulting for a publicly traded pharmaceutical company, etc.

3. Do you or your spouse or dependent child receive remuneration of \$5,000 or more from or have ANY equity/ownership interest (including stock, stock option, or other ownership interest) in a non-publicly traded entity where the financial interest reasonably appears to be related to your institutional responsibilities? [Note: Remuneration includes any income or payment for services received from the entity in the twelve months preceding the disclosure.]

- a. Under the Florida Code of Ethics for Public Officers and Employees, a financial interest in a privately held entity which reasonably appears to be related to your institutional responsibilities creates a basis for a possible conflict of interest. In addition, federal law governing U.S. Public Health Service (PHS) grants and contracts requires disclosure of any “Significant Financial Interest” that would reasonably appear to be related to the Investigator’s institutional responsibilities. Generally, an “Institutional Responsibility” is defined as teaching/education, research, outreach, clinical service, training, or public service done on behalf of UF and directly related to the credentials, expertise and achievements upon which your UF position is based. This question helps us determine whether your financial interest in a publicly traded entity requires further analysis under applicable laws and guidelines governing the conduct of public officers and federally funded researchers.
- b. Answer “yes” if you or your spouse or dependent child receives annual remuneration exceeding \$5,000 or has ANY equity interest in a privately held entity where such financial interest appears reasonably related to your UF responsibilities in any capacity. Examples include conducting UF laboratory research while holding an ownership interest in a privately held laboratory supply company; a physician receiving annual payment in excess of \$5,000 from a start-up pharmaceutical company; owning an interest in a privately held company that licenses technology related to your work, etc.

4. Are you a candidate for public office or do you hold public office?

- a. The Florida Code of Ethics for Public Officers and Employees establishes ethical standards for candidates and elected officials in various employment scenarios where conflicts of interest might arise. Generally speaking, candidates for public office and elected officials are prohibited from accepting dual public employment (with the state of Florida or any of its political subdivisions) unless certain conditions and safeguards are met. This question helps us determine if an analysis is warranted under applicable Florida laws governing dual public employees and conflicting employment scenarios for candidates and elected officials.
- b. Answer “yes” if you are an elected official or are seeking candidacy for any political office, including local, state, or federal offices (e.g., Mayor, City Council, state or U.S. Congress, etc.).

- 5. Do you have or are you seeking approval to hold a teaching appointment with any entity other than UF?**
- a. Holding a teaching appointment with an entity other than UF creates a basis for a possible conflict of interest. Outside teaching appointments may represent time or loyalty conflicts which could interfere with your UF duties and responsibilities. Your answer to this question will help us determine if a conflict of interest analysis is warranted concerning your outside teaching appointment.

 - b. Answer “yes” if you have or are seeking a teaching appointment at any institution other than UF. Teaching appointments include serving as a faculty, adjunct faculty, instructor, lecturer, clinical professor, research professor, visiting professor, courtesy professor, etc.

6. Do you conduct or are you seeking approval to conduct any research at, or receive any research funding from or through, any entity other than UF? [Note: Research conducted at outside entities as part of a UF sponsored project or research funding received by UF does not need to be disclosed.]

- a. Conducting research with an outside entity creates a basis for a possible conflict of interest. Outside research activities may represent time or loyalty conflicts, compromise sensitive UF research data, adversely impact UF interests or otherwise interfere with your UF duties and responsibilities. Your answer to this question helps us determine if a conflict of interest analysis is warranted concerning your outside research activity, and whether your outside research activity could be coordinated through UF.
- b. Answer “yes” if you perform any research activities not coordinated by or through UF. Examples include having a research appointment at another institution; conducting R&D for a company in your private capacity; engaging in any research activity whatsoever with an outside entity that is to be done completely outside of UF’s purview (e.g., no contract with or research funds procured by UF), etc.

7. Do you require or are you seeking approval to require students to purchase works used in your classroom you or your spouse created, authored or co-authored (e.g., textbook(s), computer software, electronic or digital media) and for which you or your spouse will receive, or anticipate receiving payment, loan, subscription, advance, deposit of money, service, or anything of value?
- a. Faculty and instructors are commonly involved in authoring textbooks and other instructional materials and may financially benefit from such materials when assigned for use by their students as part of a UF course or program. UF must take precautions to ensure that instructional materials assigned to students are appropriately assigned for academic reasons independent of financial benefit. This question helps determine if an analysis is warranted to confirm whether certain requirements have been met regarding works assigned to students from which you may profit.
 - b. Answer “yes” if you or your spouse has a financial interest in any instructional material or resource that you assign to students as part of a UF course or program. For example, authoring or co-authoring a book from which you receive copyright income and which you require your students to purchase for a UF course you teach.

- 8. Do you receive royalties, licensing fees or any income of \$5,000 or more from intellectual property rights and interests (e.g., patents, copyrights) related to your UF expertise from any entity other than UF?**
- a. A faculty member's institutional responsibilities should not be adversely impacted by outside activities and financial interests. Most, if not all, UF employees have personal, business, and professional loyalties which may be in conflict. However, certain conflicts represent such a serious potential for breach of one's duties that they must either be permitted with conditions (including review and oversight) or prohibited. In addition, federal laws governing U.S. Public Health Service (PHS) grants and contracts require disclosure of any "Significant Financial Interest" that would reasonably appear to be related to the Investigator's institutional responsibilities. This question helps us determine whether the intellectual property income you receive from outside entities requires further analysis under applicable laws and guidelines governing the conduct of public officers and federally funded researchers.
 - b. Answer "yes" if you receive royalties, licensing fees or any income related to intellectual property rights and interests (e.g. patents, copyrights) from an entity other than UF. Examples include collecting royalties from a product you invented or licensing fees for technology you developed at an outside company or institution.

- 9. Do you serve or are you seeking approval to serve as an expert witness or engage in consulting in a legal matter such as a lawsuit or a potential lawsuit?**
- a. Serving as an expert witness or consultant in a legal matter is an outside activity which must be reported and approved. Providing expert testimony or serving as a legal consultant in administrative, legislative, or judicial proceedings, with or without compensation, may compromise sensitive UF research data or otherwise adversely impact UF interests. Your answer to this question helps us determine if an analysis is warranted to establish whether your activity as an expert witness or legal consultant represents an impermissible conflict.
 - b. Answer “yes” if you are or seek to serve as an expert witness or legal consultant in any legal matter whatsoever. Examples include working for a law firm or company to provide advice or professional opinions regarding a legal matter about which you have knowledge or expertise; serving as an expert witness in an ongoing legal proceeding before a court, administrative body, or legal tribunal.

10. Do you provide or are you seeking approval to provide paid or unpaid professional services related to your UF expertise to an outside entity?

- a. UF recognizes that its employees are engaged in outside activities that further the dissemination of knowledge and expertise developed at UF and may also advance the professional competence and reputation of UF faculty and staff. Thus, participation in outside activities may often serve UF's mission in addition to benefiting individual UF employees. However, outside activities are of concern to UF if they create a basis for a conflict of interest or otherwise interfere with a UF employee's duties and responsibilities. For example, providing professional services to outside entities could represent competition with UF, conflict with UF's policy regarding intellectual property, involve UF students or the use of UF resources, or otherwise be averse to UF interests

- b. Answering "yes" to this question does not necessarily mean your professional involvement with an outside entity represents an impermissible conflict of interest. However, your answer helps us determine whether an analysis is warranted under applicable laws and guidelines which restrict UF employees from having certain types of relationships with outside entities. Answer "yes" if you provide ANY paid or unpaid professional services related to your UF expertise to an outside entity. For example, a health science faculty on the advisory board for a pharmaceutical company; a law professor serving as an outside legal consultant; a chemistry professor working for a laboratory supply company.

11. Do you have a paid or unpaid senior management, administrative, or leadership role related to your UF expertise with an outside entity where you make executive business or financial decisions on behalf of the outside entity?

- a. Assuming an executive or managerial role with an outside entity where your leadership duties relate to your UF expertise creates a basis for a possible conflict of interest under the Florida Code of Ethics for Public Officers and Employees. Such a role might include professional or fiduciary obligations which could potentially conflict with your institutional duties and responsibilities at UF. Particularly when a senior leadership role at an outside entity relates to your UF expertise, there is a greater likelihood that at some point you may be placed in a position where you could not reasonably and faithfully serve the best interests of both UF and the outside entity (for example, the entity may compete with UF services/programs).
- b. Answering “yes” to this question does not necessarily mean your professional involvement with an outside entity represents an impermissible conflict of interest. However, your answer helps us determine whether an analysis is warranted under applicable laws and guidelines which restrict UF employees from having certain types of relationships with outside entities. Answer “yes” if you have a paid or unpaid leadership position related to your UF expertise where you make executive or financial decisions on behalf of an outside entity. Examples include serving on the board of directors or in a senior leadership position (e.g., CEO, COO, etc.) for an entity in a role that relates to your UF expertise.

OUTSIDE ACTIVITIES

FUNDAMENTAL CONSIDERATIONS FOR UF EMPLOYEES

All UF employees, whether 9- or 12-month, must obtain advance approval to perform outside activities while on appointment.

MUST NOT COMPETE WITH OR DO BUSINESS WITH UF



Activities must be consistent with the Florida Code of Ethics and not compete with University services.

Special considerations for:

- Buying from or selling goods or services to UF
- Financial interests in entities competing with UF
- Employment or contracts with UF business partners

MUST NOT INTERFERE WITH PERFORMANCE OF RESPONSIBILITIES TO UF



Commitment to outside entities must not detract from fulfilling UF duties.

Participation must adhere to other UF policy standards and contract obligations, such as data security, intellectual property, etc.

MUST AVOID USE OF UF RESOURCES



Using UF resources on a more than incidental basis for private gain presents potential state ethics issues.

Using personal resources reduces confusion as to whether UF is involved, sponsoring, or owns the work. Activities must be conducted on one's own time.

REPORTING ROLES & RESPONSIBILITIES

EMPLOYEE

- Is transparent
- Requests approval in advance of performing outside activity
- Provides complete information to ensure informed judgment
- Adheres to any management plan
- Accounts for time away from UF, as appropriate
- Informs of any changes

CHAIR/SUPERVISOR

- Considers nature of outside activity
- Assesses employee's proposed time commitments
- Determines how to meet unit's need
- Ensures activity meets UF standards

SCHOOL DEAN/VP

- Refers issues to UF subject matter experts when appropriate
- Ensures appropriate review and management has taken place within the unit

DELEGATES

- Act on behalf of director, chair or dean, who retains authority and responsibility for approval

Out-side Ac-tiv-i-ty

/outsīd/ /ak'tivedē/ - noun

Definition:

Those activities that draw upon the knowledge, skills, or abilities employees use to fulfill institutional responsibilities and are performed for outside entities.

Examples include:

external employment
consulting
teaching appointment at another university
expert witness services
industry advisory board participation

