

FLORIDA ATLANTIC UNIVERSITY

~~REPORT OF OUTSIDE EMPLOYMENT~~ or uncompensated, which is not part of the employee's official duties. "Conflict of Interest" is defined as any conflict between the private interests of the employee and the interests of the State of Florida or FAU. This is prohibited by Florida Statute (Section 112.313) and FAU's University policy (see FAU's Report of Outside Employment or Professional Activity Form available online or from Human Resources). It also includes any activity that interferes with the full performance of the employee's professional or institutional responsibilities or work obligations.

"Significant interests may be related to the position."

i. Value of assets, including but not limited to, real estate, vehicles, boats, jewelry, and other personal property.

ii. Value of investments, including but not limited to, stocks, bonds, mutual funds, and other securities.

iii. Income from any source, including but not limited to, salaries, honoraria, royalties, and other income.

Policy:

Subject to the terms and conditions of the employment contract, the employee shall be held responsible for any conflict of interest that may arise from the employee's outside employment or professional activity.

the employee is engaging in such outside employment/professional activity as a private citizen and not as an employee, agent, or spokesperson for the University, with the understanding that mere identification as an FAU employee or by an FAU title or rank shall not be construed as such a representation.

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Description of Outside Employment/Professional Activity: Please attach a page explaining the outside employment or professional activity including: the name of the business, the nature of the service or product supplied, the outside entity's business structure (corporation, partnership, LLC, or individually owned entity), and whether you could perform this activity as part of your FAU employment.

Are FAU employees and/or students involved? If FAU employees or students are involved, the names of those individuals must be included. Additionally, you must state whether any of the students are in any of your classes and whether you are a faculty advisor or supervisor of any of them.

Total number of outside employment/professional activity reports submitted. As stated above, each instance of outside employment or professional activity must be reported separately and should be included in the total number reported here.

Total number of hours spent per week on all outside employment/professional activities. FAU recommends that faculty engage in no more than an average of eight (8) hours per week on outside employment or professional activities. This is a cumulative number intended to encompass all outside employment and activities. See the definition of "Outside Employment/Professional Activity" above if you have questions as to what type of activity is included.

Are you required as a condition of the outside employment/professional activity to waive any rights you may have to intellectual property you develop? FAU as your employer has certain rights to the intellectual property you develop. See the FAU Division of Research Intellectual Property Policy. If the outside professional activity or employment requires that the outside entity own anything you create in the course of that activity or employment, that is a waiver of rights to intellectual property which must be reviewed by the Vice President for Research to see if in the course of this outside employment/professional activity, it is FAU that is giving up its rights as well as you individually.

Will you be working for an entity that has licensed, optioned, or acquired intellectual property from FAU? If this situation exists, there is a likelihood of a conflict of interest. If a conflict exists, it must be reported, all disclosure of significant financial interest forms completed, and a discussion had as to

Do you, your spouse or children have an interest in, employment with, or a contractual relationship with a business entity, including a business which you own or partially own, that is or might be doing business with FAU or any of FAU's direct support organizations? Florida Statutes prohibit certain outside relationships between you and FAU. See Section 112.313, Florida Statutes. Therefore, please include in your response, the name of the business, whether you, your spouse or children are involved with the business, the nature of the relationship (an outside vendor, consulting, ownership interest in the business) that you, your spouse, or children may have. This includes the name of any business in which you have an ownership interest that has licensed intellectual property from FAU.

June 2016