

May 26, 2020

Dear Colleagues,

The university's [Conflict of Commitment](#) (COC) and [Conflict of Interest](#) (COI) policies require that all employees, i.e., faculty and staff, must disclose all outside work and outside professional service (even if unpaid) to their unit head or supervisor and then for this to be approved by the unit head's or supervisor's supervisor. In many cases, but not all, the work or service can be accommodated through an approved management plan.

It is the employee's responsibility to disclose **outside work or outside service, prior to it beginning**. It can, however, be very difficult to remember to do this process annually. In addition, for someone new to the UA this is often understandably not a priority in the very detailed onboarding process. This is why twice-annual reminders are in the ALVSCE Weekly Bulletin. Also, all Business Officers have received training to assist and been asked to remind you. This is extremely important because the outcome from a COC or COI compliance inquiry can be cause for disciplinary action up to and including dismissal, including for faculty with a property right. From now on a monthly reminder will be sent to all employees' emails.

The electronic systems, which also remind you annually to update your disclosures are:

- Conflict of Interest [Information & Disclosure System](#)
- Conflict of Commitment [Information & Disclosure Form](#)

The university's Conflict of Interest Office can be contacted at (520) 626-6406 or email coi@email.arizona.edu.

Regards,



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