

## Quick Reference Table: Overview of Disclosure and Prior Approval Requirements

Activity Type	FULL-TIME Faculty and FT Exempt Staff + FT Non-Exempt Staff w/ Fiduciary Responsibilities						PART-TIME Faculty and PT Exempt Staff+ PT Non-Exempt Staff w/ Fiduciary Responsibilities			
	FULL-TIME: Yourself			FULL-TIME: Immediate Family			PART-TIME: Yourself			PART-TIME: Immediate Family
	When is Activity Disclosed?	Requires Prior Approval?	Online Public Database?	When is Activity Reported?	Requires Prior Approval?	Online Public Database?	When is Activity Reported?	Requires Prior Approval?	Online Public Database?	When is Activity Reported?
<b>Outside Employment/Other Compensated Activity</b>	Always	Yes (a few exceptions)	Only COI/COC	Only COI	No	No	Only COI	Yes	No	N/A
<b>Substantial Interest in a Business Entity</b>	Only COI	No	Only COI	Only COI	No	No	Only COI	No	No	N/A
<b>Service on Outside Boards</b>	Most (a few exceptions)	Yes (a few exceptions)	Only COI/COC	Only COI	No	No	Only COI	Yes	No	N/A
<b>Other Outside Activity</b> (in general, this is uncompensated activity)	Only COI/COC	Only COI/COC	Only COI/COC	Only COI	No	No	Only COI	Yes	No	N/A
<b>Gifts Over \$250</b>	Only COI	No	Yes	Only COI	No	No	Only COI	No	No	N/A

**Conflict of Interest (COI):** A significant outside interest of a University employee or one of the employee's immediate family members that could directly or significantly affect the employee's performance of the employee's institutional responsibilities. (See HOP 5-2011 for complete definition.)

**Conflict of Commitment (COC):** A state in which the time or effort that a University employee devotes to an outside activity directly or significantly interferes with the employee's fulfillment of University responsibilities or when the employee uses state property without authority in connection with the employee's outside employment, board service, or other activity. (See HOP 5-2011 for complete definition.)

Updated to August 5, 2014