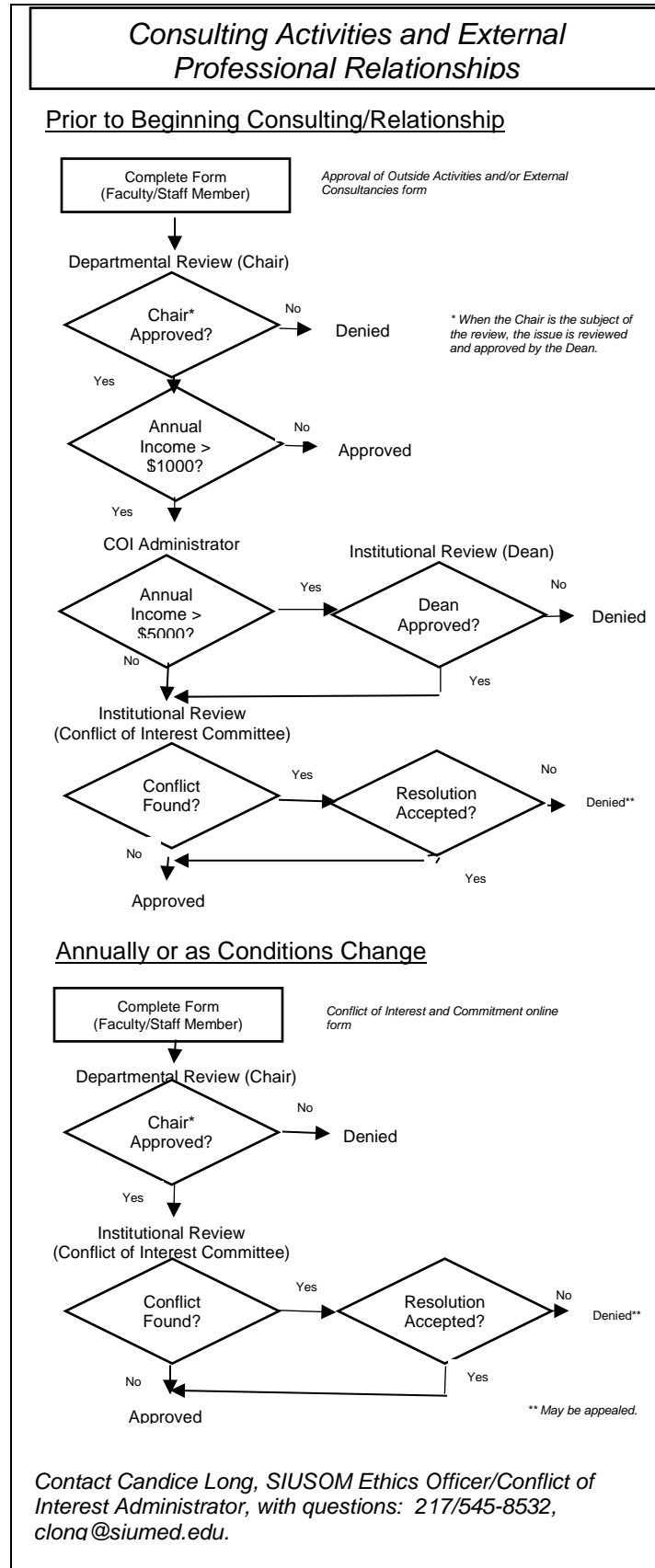


## Attachment F



*From the Illinois University Faculty Research and Consulting Act (110 ILCS 100/)*

Sec. 1 ... "No full time member of the faculty of any State-supported institution of higher learning may undertake, contract for or accept anything of value in return for research or consulting services for any person other than that institution on whose faculty he serves unless:

- a) he has the prior written approval of the President of that institution, or a designee of such President, to perform the outside research or consulting services ...; and
- b) he submits to the President of the institution or such designee, annually, a statement of the amount of actual time he has spent on such outside research and consulting services."

Department chairs (unit administrators) serve as the SIU President's designee for these reviews.

*From SIU Conflict of Interest: Non-University Activities and Financial Interests*

"The following procedures implement an Illinois law requiring university faculty and, by extension, all employees to obtain written approval before engaging in remunerated research or consulting services for outside persons or organizations.

A full-time employee planning to engage in any non-university employment, business, professional activity, or any job-related activity that will produce non-university income may be required to complete and submit (a request) through appropriate administrative channels ...

The chair or director of the unit to which the individual employee is assigned, and the dean, as appropriate, shall review and evaluate all proposed non-university activities before recommending approval or disapproval.

All disclosure reports requesting approval for any non-university activity generating total gross annual income exceeding \$5,000 shall be forwarded to the ... (dean and) provost (School of Medicine) for final approval or disapproval."

Annual income is cumulative for the 12 months, beginning with the date of the request for pre-approval.

**Attachment F** (continued)

*From the SIU School of Medicine Policy on Conflict of Interest and Conflict of Commitment*

“Conflict of Commitment: A conflict of commitment occurs when the external activities of an employee, whether compensated or not, are so demanding of time and attention that they interfere with the individual’s primary responsibilities to SIUSOM.

Conflict of Interest: A conflict of interest occurs when the employee is in a position to advance one’s own economic or reputation interests, or that of one’s family members, to SIUSOM’s detriment.

Management of conflicts will always be the goal, but if remedies mutually satisfactory to the employee and the SIU SOM are not reached, the SIUSOM may prohibit the external activity, subject to appeal.

Requirements for Disclosure: All employees must annually complete and submit an Annual Disclosure Form. Whenever financial interests or external activities change, employees are also required to complete and submit a revised Annual Disclosure Form within a reasonable period after their situation changes.”

## **Attachment F** (continued)

### **Consulting Activities and External Professional Relationships – Considerations for the Department Chair/Unit Administrator**

The department chair/unit administrator reviewing the Approval of Outside Activities and/or External Consultancies Form related to consulting activities/external professional relationships with industry and as submitted by the faculty or staff member should consider the following questions at a minimum when making the approval decision:

1. Does the engagement represent a conflict of interest for the faculty/staff member, department/unit, or medical school? According to the SIUSOM Conflict of Interest/Commitment policy, a conflict of interest occurs when the faculty or staff member is in a position to advance their own economic or reputational interests, or that of the employee's family members, to SIUSOM's detriment. If a real or potential conflict of interest exists, the department chair/unit administrator should not approve the request.
2. Does the engagement represent a conflict of commitment for the faculty/staff member, department/unit, or medical school? According to the SIUSOM Conflict of Interest/Commitment policy, a conflict of commitment exists when the external activities of the faculty or staff member are so demanding of time or attention that they interfere with the individual's primary responsibilities to SIUSOM. If a real or potential conflict of commitment exists, the department chair/unit administrator should not approve the request.
3. Are any compensation and associated expenses set at reasonable and fair market value? (See Definitions section in this policy for details.) If not, the department chair/unit administrator should not approve the request.
4. Will the consulting activities/external professional relationships be in the best interests of the SIU School of Medicine and the department/unit? If not, the department chair/unit administrator should not approve the request.
5. Consider any other relevant issues pertinent to the department/unit.

Contact Candice Long, SIUSOM Ethics Officer/Conflict of Interest Administrator, with questions: 217/545-8532. clong@siumed.edu.

Approved 12/12/2016