

COM Faculty Conflict of Commitment Policy (Final, March 1, 2013)

Employment as a faculty member at the University of Arizona College of Medicine (COM) confers the privilege and obligation to pursue teaching, research, scholarship and clinical care, as appropriate for a particular position. Fulfillment of this obligation requires a commitment of time, expertise and energy consistent with the individual's percent FTE.

As described in University Handbook for Appointed Personnel (UHAP) Section 2.06.06, the Arizona Board of Regents (ABOR) and the University recognize that certain external activities enhance the professional abilities of the individual, and bring credit to both the individual and the University. These activities, such as service on study sections or national advisory boards, presentations at national meetings, visiting lectureships, and participation in research, provide a means of discharging a faculty member's service obligation. Similarly, activities that advance and disseminate knowledge to the profession, community or public may also fulfill service expectations. Other activities, such as professional development, while not providing service to the COM, may expand the faculty member's expertise and effectiveness, and thus bring value to the institution.

UHAP Section 2.06.06 mandates that external activities "not interfere in any way with the employee's regular work." In addition, University policies related to *Conflict of Interest* (<http://orcr.arizona.edu/coi/uapol/investigator>) and *Conflict of Commitment* (<http://orcr.arizona.edu/coi/uapol/commitment>) direct that an individual's outside activities may not interfere with the faculty member's duties to the University. Activities that may constitute a conflict of commitment include excessive service, dual employment or consulting, regardless of the location of those activities (on or off campus), the type of entity (for-profit, not-for-profit or government), and the level of compensation a faculty member receives. Any activity that interferes with a faculty member's ability to effectively carry out his or her University duties and responsibilities constitutes a conflict of commitment, and as such is not permitted.

This Conflict of Commitment policy is promulgated to direct COM faculty and their supervisors how much professional absence is permitted, when and whether accrued vacation leave must be used for such absences, and when special permission from a faculty member's Department Head or Dean is required. This policy applies to all COM faculty members, whether full- or part-time. This policy supplements, but does not supplant, the University's Interim Policy on Conflict of Commitment, External Professional Activities and Outside Employment cited above.

1. For certain industry-sponsored activities (see the COM policy on Conflict of Interest for a definition of industry; http://facultyaffairs.med.arizona.edu/documents/COMCOIpolicy-final.060311_000.pdf), whether paid or unpaid, faculty members are required to seek *prior written approval* from their Department Head and the Dean and to use accrued vacation leave for their absence from duties. These activities include meetings organized by industry in which marketing is a primary function and for which no CME credit is granted. Industry sponsored activities that pertain to funded research for which no additional honorarium is provided do not require use of accrued vacation leave but do require prior written approvals as set forth in this paragraph.

2. For external professional activities that are not sponsored by industry, the maximum number of days a faculty member may be absent from his or her duties is 30 work days (i.e. 240 hours) per year, provided that the faculty member's absence does not create a conflict of interest or commitment with his or her duties to the University, to be prorated based on the faculty member's percent FTE. If the amount of time a faculty member is absent from work for professional activities will exceed 30 days (240 hours) in a calendar year, the faculty member must either obtain permission from his or her immediate supervisor or take accrued vacation leave.

All industry-sponsored activities, as well as professional activities for which faculty will receive an honorarium greater than \$5,000, must be reported in accordance with the University's Conflict of Interest policy (<http://orcr.arizona.edu/coi/uapol/investigator>), must be reported on the faculty member's time records, and must be reported on their annual performance evaluation forms.