

CONFIDENTIAL MEMORANDUM

To:

From:

Date:

Subject: Conflict of Interest/Commitment Management Plan

During the annual Conflict of Interest/Commitment Disclosure Process for (2019-2020), the activities below were identified as potential conflict(s) of interest. This Management Plan will provide transparency and a plan to effectively manage the conflict(s) of interest or commitment outlined below. This plan will be reviewed on an annual basis to ensure consistent management of these activities.

Activity #1: (Enter Appropriate Conflict Type; i.e. Financial Interest; Relationship with Contractors, Sponsors, and Vendors; Position Held with an Outside Entity; Other Outside Activity)

Description of Conflict: *Provide detailed explanation of activity resulting in conflict*

Action Plan: *Outline measures to safeguard the interests of students, staff, and the University, including a timeline and date the activity will cease*

Activity #2: (Enter Appropriate Conflict Type; i.e. Financial Interest; Relationship with Contractors, Sponsors, and Vendors; Position Held with an Outside Entity; Other Outside Activity)

Description of Conflict: *Provide detailed explanation of activity resulting in conflict.*

Action Plan: *Outline measures to safeguard the interests of students, staff, and the University, including a timeline and date the activity will cease*

(Add additional activities as needed)

Failure to adhere to terms of this management plan may be cause for corrective action up to and including dismissal.

My signature below indicates my acknowledgement of the activities described herein and receipt of this memo. Further, I understand that it is my responsibility to immediately notify [Name of Dean or Vice President] of any change to activities listed in this plan.

Employee Signature

Date

Dean/Vice President

Date

Cc: Office of Human Resources