



Conflict of Interest Policy

Administrators, faculty members, and other employees who are employed full-time at Nova Southeastern University make a full-time commitment to the University. They must arrange their outside obligations, financial interests, and activities so as not to interfere with their primary obligation and overriding commitment to the University. For faculty members, this commitment includes, but is not limited to, meeting classes, being available to students and colleagues outside the classroom; serving on department, college and University committee; conducting research and making the results public, and participating in meeting the changing needs of the University. For administrators and other employees, this commitment includes, but is not limited to, regular and punctual attendance at work, and prompt and professional completion of all duties and assignments.

The University expects administrators, faculty members, and other employees to acknowledge all conflicts with their primary obligation, to disclose them in writing upon realization of the conflict, and to review them annually with the appropriate supervising administrator. Although the University encourages external activities that enhance the employees' value to the University, it expects its employees to assess the possible adverse effects of external employment or financial interests on the University's principal mission.

Administrators, faculty members, and other employees who are employed part-time or on an adjunct basis commonly have major obligations and commitments not only to the University, but also to one or more outside agencies. The resulting conflicts of commitment are frequently troubling or severe. Accordingly, part-time employees and adjuncts are expected to disclose their conflicts to the appropriate supervisory administrator in writing and exercise special care in fulfilling their multiple obligations.

A conflict of interest exists whenever an administrator, faculty member or employee, or a member of his/her immediate family, has an interest of a direct or indirect nature in any entity dealing with or in competition with the University, and the interest is of such a nature that his/her decisions regarding University policy or other University matters may be affected by it.

In case of doubt as to whether acceptance of an outside appointment or participation in an outside activity would be in conflict with one's University responsibilities, the employee will disclose the opportunity for or current appointment or participation in writing, and will request in writing from his or her director or dean, and the Chief Academic Officer or the Executive Vice Chancellor and Provost of the Health Professions Division, as appropriate an opinion as to whether a conflict exists.

All employees are required to report to the Director of Human Resources on or about September 1st of each year or upon initial employment all current and prospective activities and material interests for the following 12 months that may constitute a conflict of interest as outlined in this policy. Employees are obligated to report any additional activities or material interests as they arise.

All employees, full and part-time, acknowledge that they have read and are familiar with the terms of the Conflicts of Interest policy outlined herein, and understand that this policy is binding upon all employees of the University