UNIVERSITY OF DENVER	UNIVERSITY OF DENVER POLICY MANUAL FACULTY CONFLICT OF COMMITMENT POLICY	
Responsible Department: Office of the Provost **Recommended By:** Executive Vice Chancellor and Provost, SVC Legal Affairs, VC for People and Culture **Approved By:** Chancellor	**Policy Number** PROV 3.20.061	**Effective Date** _/__/2026

I. INTRODUCTION

A. This Policy applies to the following full-time faculty appointments (as defined in the Policies and Procedures Relating to Faculty Appointment, Promotion, & Tenure):
1. Tenure-Line Professorial Series
2.Professorial Series in University Libraries
3.Teaching Professorial Series
4. Clinical Professorial Series
5. Professor of the Practice Series

(together, for purposes of this Policy, collectively referred to as "Faculty").

B. All University employees, including Faculty remain subject to University Policy RISK 3.20.060 - *Conflict of Interest*.

C. All Faculty have an obligation to carry out their University responsibilities in a manner that promotes the best interests of the University.

II. POLICY OVERVIEW

A. General Rule

1. A Faculty member's primary professional commitment is to their applicable teaching, research, service, and administrative responsibilities at the University.

2. While the specific responsibilities that constitute the primary professional commitment will vary by position, University Faculty must avoid conflicts of commitment that interfere with the Faculty's primary obligations of time and energy to the University.

3. A conflict of commitment is a situation in which an individual engages in Outside

Professional Activities, that:

a. interfere with a Faculty member's, or an Investigator's, professional obligations to the University; or

b. a Faculty member performs, or commits to perform, at or for an entity other than the University that has the potential to create a conflict of commitment. The potential for conflict of commitment depends both upon a Faculty member's obligations to the University, and upon the nature and extent of the Faculty member's obligations to other entities.

4. Conflicts of commitment also can intersect with regulatory requirements pertaining to externally sponsored research.

B. Faculty members must report to the Dean (of the school, college, or division of their primary appointment), with a copy to the Vice Provost for Faculty Success, any Outside Professional Activity that is likely to create a conflict of commitment as set forth in this Policy. This requirement applies to any Outside Professional Activity that is likely to create a conflict of commitment whether paid or unpaid.

C. For Investigators on sponsored research projects, Outside Professional Activities must be disclosed as required by the Office of Research and Sponsored Programs Disclosure and Management of Conflicts of Interest, (COI) in Externally Funded Research Awards.

III. PROCESS OVERVIEW

A. A potential conflict of commitment exists when a Faculty member's Outside Professional Activities are reasonably likely to (either in actuality or in appearance) interfere or compete with the University's educational, research, or service missions, or with that individual's ability or willingness to perform the full range of responsibilities associated with their position.

B. The University recognizes that Faculty may wish to hold outside commitments or be involved in business or community relationships outside their employment with the University. Current Faculty members must obtain prior written permission from the Dean of the school, college, or division of their primary appointment before initiating relationships or Outside Professional Activities that are reasonably likely to, in actuality or in appearance:

1. conflict or be in competition with the University;
2. interfere with performance of job responsibilities or loyalty owed to the University; or
3. involve a time commitment that conflicts with their availability to perform their job responsibilities for the University.

C. Examples

1. Faculty members are not permitted to teach at other institutions (including courses taught in person, via the Internet, or by some other method) or develop a course or other substantial education material for any entity other than the University without prior written permission from the Dean of the school, college, or division of their primary appointment.

2. Without receiving prior written permission from the Dean of the school, college, or division of their primary appointment, Faculty members are prohibited from engaging in Outside Professional Activities that conflict with their availability to perform the full range of responsibilities associated with their position including: attendance at Faculty meetings, contributions to assigned committee work, teaching, or student advising.

D. Withdrawal of Prior Written Permission

The University may withdraw permission previously granted for any Outside Professional Activities in cases where the University determines that Faculty performance of teaching, research, service, or other professional activities on behalf of the University are compromised or where a conflict of commitment has or may arise.

E. Time Limitations for Permitted Outside Professional Activities

1. Faculty are prohibited from engaging in Outside Professional Activities for more than 20% of a typical workweek (e.g., one day a workweek for Faculty).

2. Under special circumstances, and with written permission of the Dean, a Faculty member may be approved to engage in Outside Professional Activities involving more than 20% of their typical workweek (e.g., approved leave for funded fellowships).

F. Exempt Activities

For purposes of this Policy, Faculty are not required to disclose the following Outside Professional Activities:

1. Seminars, one-off or invited lectures, service on an advisory committee, or review panel when these activities are undertaken on behalf of a U.S. federal, state, or local government, U.S. non-profit organization, domestic institution of higher education, or a U.S. academic teaching hospital, medical center or research institute affiliated with a domestic institution of higher education.

2. Fellowships or awards managed through the University's Office of Research and Sponsored Programs.

3. Commitments carried out during an approved sabbatical leave.

G. Annual Certification

On an annual basis, all Faculty must certify their compliance with and disclose Outside Professional Activities under this Policy as part of their annual review in the Watermark

Faculty Success system.

H. Violations

If a Faculty member is found to have violated this Policy the University may take appropriate corrective action in accordance with applicable University policies and procedures.

IV. DEFINITIONS

A. "Conflict of Commitment" means a situation in which a Faculty member engages in an Outside Professional Activity, paid or unpaid, that involves a commitment of time or effort that may interfere, or appear to interfere, with fulfillment of the Faculty member's obligations to the University, even if the Outside Professional Activity is valuable to the University or contributes to the Faculty member's professional development and competence.

A. "Investigator" means an investigator (as defined in the ORSP COI External Awards Policy) on an Externally Funded Research Project (as defined in the ORSP COI External Awards Policy).

B. "Faculty" for purposes of this Policy means the following full-time faculty appointments (as defined in the Policies and Procedures Relating to Faculty Appointment, Promotion, & Tenure:

1.Tenure-Line Professorial Series
2.Professorial Series in University Libraries
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C. "Outside Activities" means an activity that an individual performs or commits to perform at or for an entity other than the University.

D. "Outside Professional Activities" means Outside Activities that are related to one's professional expertise. These activities may require Disclosure before engaging in the activity. These activities may also create a conflict of interest as described in University Policy RISK 3.20.060-*Conflict of Interest*. Examples include, but are not limited to:

1. Teaching, research, service or administrative activities at a non-University entity.
2. Employment at a non-University entity.
3. Participating in founding a company or in a company's ongoing operation.
4. Providing consulting services outside of the University.
5. Serving on a board of directors or in an executive or managerial position for non-University entity or entity that is not a professional association in the Faculty member's field.
6. Serving on a scientific advisory board for a company.
7. Serving as an expert witness.
8. Presenting at a symposium or workshop on behalf of a non-University entity.

V. RESOURCES

A. Office of Research and Sponsored Programs Policy Manual – Disclosure and Management of Conflicts of Interest in Externally Funded Research Awards ("ORSP COI External Awards Policy")

Revision Effective Date	**Purpose**
	Policy adopted