

# BARNARD

## **Barnard College Conflict of Commitment Policy for Administrative Staff**

**Effective Date: September 6, 2018**

### **Executive Summary**

Barnard College Staff Members have considerable expertise, talents, interests and knowledge and may wish to engage in outside professional or other activities that can benefit both the College and the professional development of the employee. Because of its value to the College and the individual, and to outside organizations, the College recognizes that limited participation in outside activities is appropriate in some circumstances.

However, the primary professional obligations of Barnard Staff Members are to the College, and the College expects that their outside activities will not interfere with their obligations to the College. There is the potential for a conflict of commitment where a Barnard Staff Members' outside commitments interfere with or have the potential to interfere with their responsibilities to the College. Therefore, Barnard Staff Members must disclose to the College any potential conflicts of commitment due to outside commitments.

### **Reason for the Policy**

Barnard College is committed to its mission to provide the highest quality education to its students. To accomplish this mission, the College must ensure that Barnard Staff Members are not engaged in external commitments that adversely impact their capacities to meet their College responsibilities. This policy requires Barnard Staff Members to disclose potential conflicts of commitment so that the College may evaluate these situations.

### **Who is Responsible for This Policy**

The Office of General Counsel shall collect the Conflict of Commitment Annual Disclosure Statements and ensure review by the Committee on Audits and Compliance.

### **Who is Governed by This Policy**

Chief Operating Officer, Provost, Associate Provost, Vice Provosts, all Vice Presidents, all Deans and Associate Deans, General Counsel, Deputy General Counsel; and employees at a Director level or above are governed by this policy and must complete the Conflict of Commitment Annual Disclosure Statement.

### **Policy Statement**

Barnard Staff Members must disclose annually on the Conflict of Commitment Annual Disclosure Statement any outside commitments, whether paid or unpaid and whether or not approved in accordance with this policy, that interfere, which could be perceived to interfere or have the potential to interfere with obligations and commitments to the College.

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The primary professional obligations of Barnard Staff Members are to the College, and the College expects that their outside activities will not interfere with their obligations to the College. Staff members consequently may not participate in any outside activities, for or without compensation, that will absorb an undue amount of their time and thereby divert their primary attention from their duties at Barnard College.

Barnard Staff Members typically may not undertake any outside employment or provide outside consulting services except after consultation with his or her department head or supervisor. If approved, outside employment or consulting services may not be carried out during normal working hours, interfere with employees performing their jobs or involve the use of any College resources.

Barnard Staff Members who are invited to serve on advisory or other boards of organizations as a direct result of their positions may serve on these boards after disclosure of such relationship, and approval by their supervisors. If approved by their supervisor, they may receive remuneration or reimbursement for related travel or other expenses associate with such board service.

Barnard Staff Members are responsible for updating the Conflict of Commitment Annual Disclosure if they undertake new outside commitments. Updated disclosures must be made at least annually and within 30 days of taking on a new outside commitment.

Barnard Staff Members can be subject to the ordinary disciplinary process of the College if they fail to fully and truthfully disclose conflict of commitment situations or fail to comply with any stipulated plan for managing the disclosed conflict. Additionally, they may be subject to criminal sanctions, civil liability, or both, under federal or state law.

## **Cross Reference to Related Policies**

Barnard College Conflict of Interest Policy

Barnard Policy on Conflict of Interest and

Commitment: <https://barnard.edu/provost/institutional-policies/conflict-of-interest>