
	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-OP-06.4	Title: Faculty Conflict Interest Policy	
	Rev # : 04	Approved By: Chief Executive Officer (CEO)	Date : 15 Sep 2022

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Operations Officer (COO )	03 Dec 2019
2	No change	Chief Operations Officer (COO )	07 Sep 2020
3	No change	Chief Operations Officer (COO )	06 Sep 2021
4	No change	Chief Operations Officer (COO )	15 Sep 2022

	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
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**1. Purpose**

11 The purpose of this policy is to increase awareness of the potential for conflicts of interest and commitment and to establish procedures whereby such conflicts may be avoided or properly managed.

**2. Scope**

21 This Policy applies to all Faculties, Administrators and staff at the University of Pasadena.

**3. Definitions**

31 A Conflict of Commitment occurs when a faculty member’s Outside Activities compromise or may compromise his or her ability to meet the faculty member’s obligations to University of Pasadena.

32 A Conflict of Interest, as discussed in greater detail in the policy, means any circumstance in which the personal, professional, financial or other interests of an individual (including the Immediate Family Members of the individual) may potentially or actually diverge from, or may be reasonably perceived as potentially or actually diverging from, his or her professional obligations to University of Pasadena.

**4. Responsibility**


41 The Chief Operations Officer (COO) is responsible for the effective implementation of the policy.

**5. Procedure/Process**

51 All university members should make the fulfilment of their responsibilities to the university the focal point of their professional activities. University members should only become involved in extramural professional activities insofar as they advance the mission or prestige of the university and the activities do not interfere with their responsibilities to the university. However, this policy is not intended to unduly restrict involvement in outside activities.

52 Outside Activities and Other Personal Activities.  
 Faculty must not allow Outside Activities or other personal activities to detract from their primary allegiance to University of Pasadena.

The following Outside Activities and other personal activities create a Conflict of Interest:

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- Competing, directly or indirectly, with University of Pasadena in the provision, purchase or sale of any property, goods or services or in other activities in which University of Pasadena is or might reasonably and appropriately become engaged.
  - Appropriating or diverting a business or financial opportunity that the person knows or should know that University of Pasadena is pursuing or is considering pursuing or reasonably might be interested in pursuing if it were aware of the opportunity; and
  - Soliciting business that the person knows or should know would or might disturb an existing professional or business relationship that University of Pasadena has with any member of the University Community or outside entity.
- 53 Faculty must ensure that:
- The academic activities of student are free from the outside personal interests of the faculty member.
  - The work of students and others is not inappropriately used in the course of a faculty member's outside obligations.
  - To this end, faculty members should be open about their involvements with and obligations to outside third parties who could benefit from the work or ideas of their students, staff and colleagues.
  - They have made a sufficient contribution under pertinent professional academic standards to warrant the authorship credit to be given them; and they must not permit their identification as an author of a publication that they know or should know was written by sources who are not properly identified and credited (i.e., ghostwritten).

## 6. Review

The Faculty Conflict Interest Policy is reviewed every year by University of Pasadena.