

**Proposed Revisions to University Handbook Section D40-41  
Conflict of Interest/Conflict of Time/Outside Consulting  
Prepared by a Conflict-of-Interest Provost appointed Taskforce  
Approved by FS Faculty Affairs Committee on November 8, 2023  
Approved by Faculty Senate on March 19, 2024**

**Rationale: The Conflict of Interest and Conflict of Time policies were reviewed and revised for clarity. The main adjustments are as follows:**

- 1) Link to KBOR policy, on which our policy is based and subject to;**
- 2) Addition of a definitions section;**
- 3) Clarifying language throughout the explanation of steps, process, and responsibilities.**

**D40** Faculty members and unclassified professionals may ~~accept-engage in~~ outside ~~activity, including~~ consulting assignments that support professional growth, as long as the assignments do not interfere with the effective discharge of university responsibilities ~~and are disclosed, reviewed, and approved in accordance with Appendix S. Faculty members and unclassified professionals who perform consulting services outside the university must obtain prior approval from their department/unit head, the dean or appropriate vice president, and provost. Such outside activities are to be reported in writing on the consulting request form for inclusion in personnel files.~~ Normally, faculty members and unclassified professionals are allowed four working days per month on the average to participate in ~~consulting-outside~~ activities. Faculty participating in regular instructional service to other educational institutions while still fulfilling contractual responsibilities to Kansas State University is not normally considered an appropriate ~~consulting-outside~~ activity. ~~See-Outside activity is more specifically addressed in the~~ Kansas State University Policy on Conflict of Interest, ~~and~~ Conflict of Time Commitment, ~~and~~ [Outside Activity, Appendix S.](#)

**D41** ~~Consulting-Outside activity~~ by [Kansas State University](#) faculty and unclassified professionals ~~of institutions under jurisdiction of the Kansas Board of Regents~~ for another institution under the jurisdiction of the [Kansas Board of Regents](#), as well as ~~consultation-outside activity~~ for other state agencies, shall be ~~approved-disclosed for review~~ in ~~accordance with Appendix S, advance by routine minute. Such action shall be initiated by the institution or agency seeking these services and approved by the chief academic officer (provost) of the faculty and/or unclassified professional member's home institution.~~