

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.7.3

Title: Conflict of Interest Policy	
Originated by: President	
Originated Approver: Board of Directors	Originated Date: 9/16/10
Revised by:	Revised Date: 7/2011
Reviewed on: 7/2011	

Policy Statement: All decisions made in the course of their professional responsibilities by members of the administration, faculty, and other employees of Manhattan Area Technical College are to be made solely on the basis of a desire to promote the best interests of the College.

Rational: A potential conflict of interest occurs when an individual's personal or private interests might lead an independent observer to question whether the individual's professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise.

Procedure: In the event that an administrator, faculty member, or other employee of the College shall have a significant financial, personal, or professional interest that could potentially create a conflict of interest, or the perception of one, in any transaction involving the College or being considered by the Board of Directors (including any committee of the Board) or College administrators and faculty (including any committee or other group of administrators or faculty), such person shall, as soon as he or she has knowledge of the transaction, take the following actions:

1. Disclosure. Disclose fully in writing the precise nature of his or her interest in such transaction to those at the College involved with the transaction, or to his or her Vice President, Department Chairperson, Supervisor, or other independent responsible authority; and
2. Non-Participation. Refrain from participation (including acting individually or as a member of a committee or other group) in the College's consideration of the proposed transaction unless expressly permitted to do so by a responsible authority of the College.

In addition to the College-wide requirements there are specific reporting requirements described herein for Certain Administrators.

Definitions:

For purposes of this policy:

"**The College**" shall mean all of Manhattan Area Technical College, including any affiliated organizations controlled by it.

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"Faculty member" shall include any person who has a faculty appointment with the College.

"Investigator" shall mean a principal investigator and any other person who is responsible for the design, conduct, or reporting of research funded by any external governmental or private organization, or proposed for such funding. For purposes of financial interest, "Investigators" includes the Investigator's spouse and dependent children.¹

"Externally sponsored activities" shall mean all sponsored activities administered through the College.

"Significant financial interest" shall mean any direct or indirect interest with monetary value, including but not limited to:

1. Salary, other payments for services (e.g., consulting fees or honoraria), royalties or other payments that, when aggregated for the individual and the individual's spouse and dependent children over the next twelve months, are expected to exceed \$10,000;
2. Equity interests (e.g. stocks, stock options or other ownership interests) that, when aggregated for the individual and the individual's spouse and dependent children, either exceeds \$10,000 in value (as determined through reference to public prices) or represents more than five percent (5%) ownership interest in any single entity;
3. Intellectual property rights (e.g., patents, copyrights and royalties from such rights).

The term "significant financial interest" does **not** include:

1. Salary, royalties, or other remuneration from the College;
2. Income from seminars, lectures, or teaching engagements sponsored by US Federal, state, or local entities;
3. Income from service on advisory committees or review panels for public or nonprofit entities.

Additional Required Disclosures: Certain administrators

The following persons shall also disclose in writing to the Business Office of the College on a continuing basis all significant financial interests in non-Manhattan Area Technical College business organizations and all affiliations as an officer, partner, employee, consultant, or agent of any organization other than Manhattan Area Technical College or the person's principal employer:

1. The President;
2. The Vice Presidents and Associate VPs;
3. Department Chairs;
4. Administrators in the Purchasing Department;
5. Such other employees, as the President shall designate as being employees, from whom, because of their respective duties and responsibilities, the College should receive a continuing disclosure of such outside relationships and business affiliations.

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Compliance:

All persons subject to this policy are expected to comply fully and promptly with it. Instances of deliberate breach of policy, including failure to file or knowingly filing incomplete, erroneous, or misleading disclosure forms, violation of this policy, failure to comply with prescribed monitoring procedures, will be reported to the appropriate senior officer.

All known violations, disputes and other issues arising out of the application of this policy to employees shall be referred to the President for appropriate action such as:

1. Formal admonition,
2. A letter from the appropriate VP to the person's file,
3. Non-renewal of appointment, or
4. Dismissal.

The President will make the final decision.