



# **NSHE Scholarly and Professional Outside Compensated Services Report**

June 2015

Prepared by the Office of Academic and Student Affairs

# NSHE Leadership

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**Nevada System of Higher Education**  
**Scholarly and Professional Outside Compensated Services Report**  
**June 2015**

The *NSHE Scholarly and Professional Outside Compensated Services Report* is prepared annually in accordance with Board policy (*Title 4, Chapter 3, Section 9, Subsection 15* and *Title 4, Chapter 11, Section 12, Subsection 14* for the Desert Research Institute):

Each NSHE institution shall publish an annual report regarding compensated outside professional or scholarly service completed by its full-time faculty (aggregate data) and approved by the institution in accordance with the provisions of this section. This report will verify that all potential conflicts of interest have been reviewed and approved in accordance with the provisions of this section. A summary of these reports will be sent to the Board of Regents annually.

This report summarizes such services performed by full-time faculty members across NSHE, as reported by the institutions. A copy of the full policy is available under Appendix A.

**UNLV**

## Background

Disclosure, review and approval of Scholarly and Professional Outside Compensated Services (SPOCS) are also required by NSHE policy (NSHE Title 4, Chapter 3, Section 8.7). UNLV acknowledges that outside activities can lead to (a) new and useful products that can have implication for economic development and diversification and (b) the development of new collaborative partnerships that can have important implications for new discoveries and garnering external research funding. In addition, UNLV understands that outside activities can also contribute to individual professional development, increased institutional visibility and reputation, and student educational enrichment.

However, as individual participation in outside activities increase there is potential for actual or perceived conflicts of interest (COI) and/or conflicts of commitment (COC). A conflict of interest exists when an employee's financial or personal interests/activities compromise personal judgment in management, instruction, research, and other professional activities. A conflict of commitment exists when professional service or research contracted outside the University interferes with the employee's obligations to students, colleagues, and the primary missions of the University. While it is appropriate for University employees to be rewarded for their participation in outside activities, they have a fundamental obligation to act in the best interest of the University and its mission. Hence, it is critical that the University protect the integrity of instruction and scholarly and research endeavors. Therefore, UNLV promotes objectivity in research by carefully reviewing any potential conflicts of interest or commitment. All UNLV faculty and staff must complete a Conflict of Interest/Compensated Outside Services Disclosure annually and at the initiation of a new project, submit a request to engage in the activity to prevent and manage potential conflicts that can arise from outside compensation. Evaluation of potential COI and COC of compensated outside services are required by both the federal granting agencies and Nevada System of Higher Education (NSHE) code.\*

With the Board of Regents policy modification to allow institutions to establish an expedited pre-approval process for certain compensated outside professional or scholarly services, UNLV's Conflict of Interest Committee proposed pre-approved activities that were approved by the Executive Vice President and Provost, Vice President for Research, and the President (refer to Addendum A). Employees were required to report both requested and pre-approved compensated outside activity on the UNLV Conflict of Interest/Compensated Outside Services Annual Disclosure survey.

As a function of this policy modification, UNLV also refined the Request for Outside activities form and the Conflict of Interest/Compensated Outside Services Annual Disclosure survey.

\*Federal requirements are detailed in 42 CFR part 50, 45 CFR part 94, grant acceptance requirements, including NSF grant policy manual 510 and investigator disclosure policy 60 F.R. 132. NSHE requirements are detailed in title 4, chapter 3, section 8; title 4, chapter 12, sections 1-8; and title 4, chapter 10, section 1.7 of the NSHE Board of Regents Handbook.

This document serves as the 2014 calendar year report for the University of Nevada, Las Vegas. As required by NHSE (Title 4, Chapter 3, Section 8.15), all COI and COS must be reviewed and approved, managed, or disapproved.

*Each NSHE Institution shall publish an annual report regarding compensated outside professional or scholarly service completed by its full-time faculty (aggregate data) and approved by the institution in accordance with the provisions of this section. This report will verify that all potential conflicts of interest have been reviewed and approved in accordance with the provisions of this section. A summary of these reports will be sent to the Board of Regents annually.*

### **Results of Required Disclosures**

The 2014 summary for SPOCS and COI disclosures are presented in Table 1 (see attached excel spreadsheet). With the exception of pre-approved compensated outside activities, the employee's supervisor reviewed and approved requests for outside compensation. Both the employee and the employee's supervisor received an electronic copy of their completed 2014 annual disclosure.

1. Number of Faculty Requesting SPOCS: UNLV's data in this column reflect both pre-approved compensated outside activities and requested and approved compensated outside activities.
2. Total # of Faculty/Prostaff: This is a listing of total number of faculty/staff by unit.
3. Percent of Faculty/Prostaff requesting SPOCS: The percentages reflected in this column is a reflection of the percent of individuals per unit who have requested outside compensated activities.
4. Number of SPOCS requests at a Level Higher than the Employee's Supervisor: In 2014, pre-approved SPOCS were not reviewed prior to engaging in the outside activity. All other SPOCS were reviewed at a higher level than the employee's supervisor (e.g., Dean or Director).
5. SPOCS Requests Approved with a Management Plan: This column reflects the number of SPOCS that were approved once a management plan was developed to modify the activity to prevent or address a conflict of interest. In 2014, there were two SPOCS that were approved with a management plan.

6. Number of Annual COI Reports Submitted: Annual disclosures for 2014 were required of employees by the end of February. Newly hired employees, employees leaving the university, and employees on FMLA account for some of the missing annual disclosures. An additional forty employees did not submit an annual COI disclosure.
7. Percentage of Faculty/Prostaff submitting the Annual Disclosure: This column represents the percentage of completed COI reports per unit.
8. Number of COIs with a Management Plan: Two COIs were approved with a management plan. Both COIs were in relation to conflict of commitment. The management plan in both cases managed the conflicts by ensuring work would take place outside contractual time (e.g., in the evenings and on weekends).

Table 2 (see attached excel spreadsheet) is an aggregate report of the sources of funding provided for SPOCS by administrative unit. Column 1 provides the total number of request including pre-approved (note: Table 1, column 4 does not include pre-approved compensated outside activity). The number of total SPOCS requested (column 1) does not equal the sum of business, government, academic or other because four employees did not classify a total of 6 SPOCS.

#### **UNLV Athletics\*\***

In 2014 The Athletic Department had 89 full time staff members. In accordance with NCAA, all outside compensation activities for Athletic staff are monitored and reported annually. During 2014, 39 members applied and were approved for COS activities. None of these requests required a management plan and no conflicts of interest were found.

\*\*As per 2014 NSHE revised report guidelines, to avoid procedural duplication as required by the NCAA, Athletics Departments are able provide a short narrative of SPOC and COIs reflecting NSHE metrics.

#### **Further Information on COI/COS Reporting**

This process was designed for a high degree of transparency related to COI and COS within the organization. Individual COI and COS disclosures are part of each employee's personnel file. Further information about COI and COS can be found at <http://www.unlv.edu/research/coi>.



### **Compensated Outside Professional or Scholarly Services Not Requiring Prior Approval**

The following examples are not considered conflicts of interest, unless they are so extensive in time and effort that they constitute a conflict of commitment. Activities must be for a short period of time and compensated at a total of \$3000 or less.

1. Preparing, publishing, or presenting scholarly or creative works, including books, articles, and software.
2. Delivering seminars, lectures, or invited talks sponsored by public or non-profit entities.
3. Participating at professional conferences for the purpose of making scholarly presentations, conducting seminars or workshops.
4. Serving on advisory committees or review panels for academic or governmental organizations.
5. Serving as a reviewer or editor for a scholarly journal.
6. Participating in a university approved clinical practice.
7. Service on boards or committees of organizations, public or private, on which there is no substantial financial interest and that does not distract unduly from university obligations.



**NSHE Scholarly and Professional Outside Compensated Services Report  
Reporting Form for Universities and Desert Research Institute  
(Form Revised April 2014)**

Institution: <b>University of Nevada, Las Vegas</b>
Reporting Period: January 1 - December 31, 2014

**Table 1**

**Instructions:**

1. Report aggregated *number (headcount)* of faculty and professional staff (hereafter called faculty/prostaff) who request to perform scholarly and professional outside compensated services (SPOCS) (**columns 1-5**).
2. Report aggregated number of Conflict of Interest (COI) reports (**columns 6-8**).

Administrative Unit	Scholarly and Professional Outside Compensated Services (SPOCS)					Conflict of Interest (COI)		
	1	2	3	4	5	6	7	8
	# of Faculty/Prostaff requesting SPOCS	Total # of Faculty/Prostaff	% of Faculty/Prostaff Requesting SPOCS	SPOCS Requests Reviewed at Level Higher than Supervisor	SPOCS Requests Approved with Management Plans	# Annual Disclosure Reports Submitted	% of Faculty/Prostaff Submitting Annual Disclosure	# of COI with Management Plans
Executive Vice President and Provost	4	80	5.0%	1	0	79	98.8%	0
School of Allied Health Sciences	14	44	31.8%	37	0	44	100.0%	0
Research and Economic Development	0	40	0.0%	0	0	40	100.0%	0
Advancement	5	55	9.1%	0	0	55	100.0%	0
Lee Business School	19	98	19.4%	12	0	98	100.0%	0
School of Dental Medicine	15	73	20.5%	40	0	71	97.3%	0
Office of Diversity Initiatives	1	5	20.0%	0	0	5	100.0%	0
College of Education	19	98	19.4%	10	0	96	98.0%	0
College of Engineering	15	96	15.6%	19	0	90	93.8%	0
Finance and Business	8	131	6.1%	4	0	131	100.0%	0
College of Fine Arts	39	114	34.2%	51	0	108	94.7%	0
Graduate College	1	12	8.3%	0	0	12	100.0%	0
Honors College	4	11	36.4%	1	0	11	100.0%	0
Harrah's College of Hotel Administration	20	64	31.3%	26	0	63	98.4%	0
Information Technology	6	71	8.5%	3	2	71	100.0%	2
College of Liberal Arts	47	179	26.3%	22	0	172	96.1%	0
University Libraries	10	64	15.6%	13	0	64	100.0%	0
Boyd School of Law	19	65	29.2%	18	0	64	98.5%	0
School of Medicine	0	3	0.0%	0	0	2	66.7%	0
School of Nursing	14	49	28.6%	20	0	49	100.0%	0
School of Community Health Sciences	8	43	18.6%	12	0	43	100.0%	0
President's Office	4	25	16.0%	2	0	24	96.0%	0
Student Affairs	16	238	6.7%	16	0	235	98.7%	0
College of Sciences	17	180	9.4%	10	0	169	93.9%	0
Greenspun College of Urban Affairs	20	89	22.5%	6	0	89	100.0%	0
Academic Success Center	3	21	14.3%	1	0	21	100.0%	0
<b>Total</b>	<b>328</b>	<b>1948</b>	<b>16.8%</b>	<b>324</b>	<b>2</b>	<b>1906</b>	<b>97.8%</b>	<b>2</b>

\* On a separate narrative, please describe in general the Conflicts of Interest (column 8) that were identified and how they were resolved.

**NSHE Scholarly and Professional Outside Compensated Services Report  
Reporting Form for Universities and Desert Research Institute  
(Form Revised April 2014)**

**Table 2**

**Instructions:**

Report the aggregate *number of requests* to perform compensated outside professional services (COPS) including funding sources and those that are research related. The number of requests (Column 1 of Table 2) should equal or exceed the number of faculty/professional staff requesting SPOCS (Column 1 of Table 1) as some individuals may have made multiple SPOCS requests.

Administrative Unit	1	Funding Sources (must equal column 1 figure)				
	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
Executive Vice President and Provost	8	0	1	3	1	3
School of Allied Health Sciences	73	0	5	26	2	40
Research and Economic Development	0	0	0	0	0	0
Intercollegiate Athletics						
Advancement	23	0	3	0	0	20
Lee Business School	34	0	13	15	3	3
School of Dental Medicine	51	0	25	20	1	4
Office of Diversity Initiatives	1	0	0	1	0	0
College of Education	27	0	1	20	2	4
College of Engineering	40	0	10	22	3	5
Finance and Business	12	0	5	1	0	6
College of Fine Arts	267	0	68	82	0	117
Graduate College	1	0	0	0	1	0
Honors College	7	0	0	4	1	2
Harrah's College of Hotel Administration	59	0	32	16	6	3
Information Technology	18	0	16	2	0	0
College of Liberal Arts	90	0	8	69	6	6
University Libraries	23	0	13	7	2	1
Boyd School of Law	61	0	11	46	2	2
School of Medicine	0	0	0	0	0	0
School of Nursing	48	0	3	26	0	19
School of Community Health Sciences	11	0	2	8	1	0
President's Office	16	0	1	4	5	6
Student Affairs	80	0	53	14	0	11
College of Sciences	112	0	4	102	5	1
Greenspun College of Urban Affairs	38	0	16	18	1	3
Academic Success Center	10	0	4	6	0	0
<b>**Total</b>	<b>1110</b>	<b>0</b>	<b>294</b>	<b>512</b>	<b>42</b>	<b>256</b>

\*\*The number of total SPOCS requested (column 1) does not equal the sum of business, academic institution, government, or other because four employees did not classify a total of 6 SPOCS.

**Definitions:**

**Conflict of Interest (COI):** Conflict of Interest means any outside activity or interest that may adversely affect, compromise or be incompatible with the obligations of an employee to the institution.

**Scholarly or Professional Outside Compensated Services (SPOCS):** Any outside scholarly or professional service by an faculty or professional staff member within his/her subject matter field and for which he/she is compensated by an outside entity, e.g., consulting.

**Administrative Unit - Universities:** College or Vice President Office

**Administrative Unit - DRI:** Division

**Administrative Unit - Colleges:** Vice President's Office reporting more than two SPOCS.

Reporting for the purposes of this form does not include outside activities specifically allowed in contracts of athletic department employees.

**UNR**

## NSHE Scholarly and Professional Outside Compensated Services Report

University of Nevada, Reno  
Reporting Period: January 1 - December 31, 2014

**Table 1**

**Instructions:**

1. Report aggregated number (headcount) of faculty and professional staff (hereafter called faculty/prostaff) who request to perform scholarly and professional outside compensated services (SPOCS) (columns 1-5).
2. Report aggregated number of Conflict of Interest (COI) reports (columns 6-8).

	Scholarly and Professional Outside Compensated Services (SPOCS)					Conflict of Interest (COI)		
	1	2	3	4	5	6	7	8
Administrative Unit	# of Faculty/Prostaff requesting SPOCS	Total # of Faculty/Prostaff	% of Faculty/Prostaff requesting SPOCS	SPOCS Requests Reviewed at Level Higher than Supervisor	SPOCS Requests Approved with Management Plans	# Annual Disclosure Reports Submitted	% of Faculty/Prostaff Submitting Annual Disclosure	# of COI with Management Plans
Administration & Finance, VP	1	389	0.3%			236	60.7%	
Ag, Biotech & Natural Resources	10	167	6.0%			69	41.3%	2
Business, College of	4	146	2.7%	2		80	54.8%	1
Continuing Education		70	0.0%			55	78.6%	
Cooperative Extension	2	159	1.3%			107	67.3%	
Dvlmnt & Alumni Relations		54	0.0%			42	77.8%	
Education, College of	4	192	2.1%	13		98	51.0%	
Engineering, College of	11	279	3.9%	6		93	33.3%	2
Graduate School		13	0.0%			7	53.8%	
Health Sciences, College of	11	167	6.6%			115	68.9%	1
Information Technology	1	71	1.4%			58	81.7%	
Intercollegiate Athletics	1	95	1.1%			29	30.5%	
Journalism, School of	1	20	5.0%			13	65.0%	
Liberal Arts, College of	4	480	0.8%	3		218	45.4%	
Libraries	1	88	1.1%	1		78	88.6%	
Medicine, School of	65	1295	5.0%	11		646	49.9%	4
President, Office of		32	0.0%			22	68.8%	
Provost, Office of		57	0.0%			41	71.9%	
Research and Innovation, VP	1	105	1.0%	2		91	86.7%	
Science, College of	7	526	1.3%	8		221	42.0%	1
Student Services, VP		247	0.0%			193	78.1%	
<b>Total</b>	<b>124</b>	<b>4,652</b>	<b>2.7%</b>	<b>46</b>	<b>-</b>	<b>2,512</b>	<b>54%</b>	<b>11</b>

\* On a separate narrative, please describe in general the Conflicts of Interest (column 8) that were identified and how they were resolved.

\* UNSOM Clinical Staff included in numbers for Medicine, School of

**NSHE Scholarly and Professional Outside Compensated Services Report**

**Table 2**

**Instructions:**

Report aggregated *number of requests* to perform compensated outside professional services (COPS) including funding sources and those that are research related. The number of requests (Column 1 of Table 2) should equal or exceed the number of faculty/professional staff requesting SPOCS (Column 1 of Table 1) as some individuals may have made multiple SPOCS requests.

Administrative Unit	1	Funding Sources (must equal column 1 figure)				
	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
Administration & Finance, VP	1		1			
Ag, Biotech & Natural Resources	10		10			
Business, College of	7		6		1	
Continuing Education						
Cooperative Extension	2		1			1
Dvlnmt & Alumni Relations						
Education, College of	13		2	7	2	2
Engineering, College of	11		11			
Health Sciences, College of	11		9			2
Information Technology	1		1			
Intercollegiate Athletics	1		1			
Journalism, School of	1		1			
Liberal Arts, College of	4		3			1
Libraries	1		1			
Medicine, School of	65		60	3		2
President, Office of						
Provost, Office of						
Research and Innovation, VP	2		2			
Science, College of	8		7	1		
Student Services, VP						
<b>Total</b>	<b>138</b>	<b>-</b>	<b>116</b>	<b>11</b>	<b>3</b>	<b>8</b>

**Definitions:**

**Conflict of Interest (COI):** Conflict of Interest means any outside activity or interest that may adversely affect, compromise or be incompatible with the obligations of an employee to the institution.

**Scholarly or Professional Outside Compensated Services (SPOCS):** Any outside scholarly or professional service by an faculty or professional staff member within his/her subject matter field and for which he/she is compensated by an outside entity, e.g., consulting.

**Research Related:** The SPOCS request is research related if it is considered to be part of, or related to, the instructional faculty or professional staff member's research obligation to the institution.

**Administrative Unit - Universities:** College or Vice President Office

**Administrative Unit - DRI:** Division

**Administrative Unit - Colleges:** Vice President's Office reporting more than two SPOCS.

# NSHE Scholarly and Professional Outside Compensated Services Report

## University of Nevada Reno

Column 8 narrative:

### 2014 Management Plans Active

College of Engineering	December 2014	Business-alternative energy technology
Division of Health Science	August 2014	Business-infectious disease forecast

### 2013 Management Plans Active

College of Agriculture, Biotechnology & Natural Resources	March 2013	Bus monoterpenoid chemical manufacture
College of Agriculture, Biotechnology & Natural Resources	March 2013	Bus monoterpenoid chemical manufacture
UNSOM	November 2013	Business therapeutics treatment muscular dystrophy
UNSOM	November 2013	Business therapeutics treatment muscular dystrophy

### 2012 Management Plans Active

UNSOM	November 2012	Business-infectious disease diagnosis
UNSOM	November 2012	Business-infectious disease diagnosis
College of Engineering	October 2012	Business – polymeric design
College of Business	October 2012	Business – polymeric design
College of Science	August 2012	Business – software for education design

The above Management Plans are monitored by the Chair for each Department and the Conflict of Interest Officer. If student/trainee are involved with the faculty member on similar research, the faculty member discloses annually his/her dual role. Chair of the Department will also disclose to the student/trainee the dual role of faculty and provide role of advisor to ensure integrity of education and research for the student/trainee as requested and minimally three times (semester) each calendar year.

**DRI**

**NSHE Scholarly and Professional Outside Compensated Services Report  
Reporting Form for Universities and Desert Research Institute  
(Form Revised April 2014)**

Institution: **Desert Research Institute**

Reporting Period: January 1 - December 31, 2014

**Table 1**

**Instructions:**

1. Report aggregated *number (headcount)* of faculty and professional staff (hereafter called faculty/prostaff) who request to perform scholarly and professional outside compensated services (SPOCS) (**columns 1-5**).
2. Report aggregated number of Conflict of Interest (COI) reports (**columns 6-8**).

	Scholarly and Professional Outside Compensated Services (SPOCS)					Conflict of Interest (COI)		
	1	2	3	4	5	6	7	8
Administrative Unit	# of Faculty/Prostaff requesting SPOCS	Total # of Faculty/Prostaff	% of Faculty/Prostaff Requesting SPOCS	SPOCS Requests Reviewed at Level Higher than Supervisor	SPOCS Requests Approved with Management Plans	# Annual Disclosure Reports Submitted	% of Faculty/Prostaff Submitting Annual Disclosure	# of COI with Management Plans
Division of Hydrologic Sciences	0	49	0.00%	0	0	49	100.00%	0
Division of Atmospheric Sciences	0	56	0.00%	0	0	56	100.00%	2
Division of Earth and Ecosystem	1	49	2.04%	0	0	49	100.00%	1
Administration	1	37	2.70%	0	0	37	100.00%	0
<b>Total</b>	<b>2</b>	<b>191</b>	<b>1.05%</b>	<b>0</b>	<b>0</b>	<b>191</b>	<b>100.00%</b>	<b>3</b>

\* On a separate narrative, please describe in general the Conflicts of Interest (column 8) that were identified and how they were resolved.

**Table 2**

**Instructions:**

Report the aggregate *number of requests* to perform compensated outside professional services (COPS) including funding sources and those that are research related. The number of requests (Column 1 of Table 2) should equal or exceed the number of faculty/professional staff requesting SPOCS (Column 1 of Table 1) as some individuals may have made multiple SPOCS requests.

Administrative Unit	1	Funding Sources (must equal column 1 figure)				
	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
Division of Hydrologic Sciences						
Division of Atmospheric Sciences						
Division of Earth and Ecosystem	1		1			
Administration	1		1			
<b>Total</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Definitions:**

Conflict of Interest (COI): Conflict of Interest means any outside activity or interest that may adversely affect, compromise or be incompatible with the obligations of an employee to the institution.

Scholarly or Professional Outside Compensated Services (SPOCS): Any outside scholarly or professional service by an faculty or professional staff member within his/her subject matter field and for which he/she is compensated by an outside entity, e.g., consulting.

Administrative Unit - Universities: College or Vice President Office

Administrative Unit - DRI: Division

Administrative Unit - Colleges: Vice President's Office reporting more than two SPOCS.

Reporting for the purposes of this form does not include outside activities specifically allowed in contracts of athletic department employees.



### Narrative for Column 8

DRI administration and the Technology Transfer legal team worked with the DEES PI to establish a management plan for dealing with potential conflicts for the PI and his company he started with a colleague. The company does work related to the PI's research, but the company would like to retain the services of the PI as an employee of DRI and other personnel at DRI. The management plan is on file with the Technology Transfer office and the Sponsored Projects Office. There is the potential for more than \$10,000 in revenue from the company this year.

DRI administration established a management plan years ago that the DRI President with approval from BOR for a jointly owned company of two DRI employees to create the company that has licensed intellectual property. The company is entitled to fabricate, sell, lease and market the technology. There is a management plan in place to mitigate any potential conflicts of interest as they arise. There is the potential that there will be more than \$10,000 in revenue for the company from the IP.

**NSC**

**NSHE Scholarly and Professional Outside Compensated Services Report  
Reporting Form for Community Colleges and State College  
(Form Revised April 2014)**

Institution: <b>Nevada State College</b>
Reporting Period: January 1 - December 31, 2014

**Table 1**

**Instructions:**

1. Report aggregated *number (headcount)* of faculty and professional staff (hereafter called faculty/prostaff) who request to perform scholarly and professional outside compensated services (SPOCS) (columns 1-3).
2. Report aggregated number of Conflict of Interest (COI) reports (columns 4-6).

Administrative Unit	Scholarly and Professional Outside Compensated Services (SPOCS)			Conflict of Interest (COI)		
	1	2	3	4	5	6
	# of Faculty/ Prostaff requesting SPOCS	Total # of Faculty/ Prostaff	% of Faculty/ Prostaff requesting SPOCS	# COI Reports Submitted	# COI Reports Reviewed at a level higher than the employee's supervisor	# Actual COI* with management plans
School of Nursing	6	16	38%	0	0	0
Department of Physical and Life Sciences	2	11	18%	0	0	0
Department of Humanities	1	8	13%	0	0	0
Department of Social Sciences/Business	1	12	8%	0	0	0
School of Education	0	13	0%	0	0	0
Total	10	60	17%	0	0	0

\* On a separate narrative, please describe in general the Conflicts of Interest (column 6) that were identified and how they were resolved.

**Table 2**

**Instructions:**

Report the aggregate *number of requests* to perform compensated outside professional services (COPS) including funding sources and those that are research related. The number of requests (Column 1 of Table 2) should equal or exceed the number of faculty/professional staff requesting SPOCS (Column 1 of Table 1) as some individuals may have made multiple SPOCS requests.

Administrative Unit	1	Funding Sources (must equal column 1 figure)				
	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
School of Nursing	6	0	5	1	0	0
Department of Physical and Life Sciences	2	0	2	0	0	0
Department of Humanities	1	0	1	0	0	0
Department of Social Sciences/Business	1	0	1	0	0	0
School of Education	0	0	0	0	0	0
Total	10	0	9	1	0	0

**Definitions:**

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Scholarly or Professional Outside Compensated Services (SPOCS): Any outside scholarly or professional service by an faculty or professional staff member within his/her subject matter field and for which he/she is compensated by an outside entity, e.g., consulting.

Administrative Unit - Universities: College or Vice President Office

Administrative Unit - DRI: Division

Administrative Unit - Colleges: Vice President's Office reporting more than two SPOCS.

**CSN**

**NSHE Scholarly and Professional Outside Compensated Services Report  
Reporting Form for Community Colleges and State College  
(Form Revised April 2014)**

Institution: <b>College of Southern Nevada</b>
Reporting Period: January 1 - December 31, 2014

**Table 1**

**Instructions:**

1. Report aggregated *number (headcount)* of faculty and professional staff (hereafter called faculty/prostaff) who request to perform scholarly and professional outside compensated services (SPOCS) (columns 1-3).
2. Report aggregated number of Conflict of Interest (COI) reports (columns 4-6).

	Scholarly and Professional Outside Compensated Services (SPOCS)			Conflict of Interest (COI)		
	1	2	3	4	5	6
Administrative Unit	# of Faculty/ Prostaff requesting SPOCS	Total # of Faculty/ Prostaff	% of Faculty/ Prostaff requesting SPOCS	# COI Reports Submitted	# COI Reports Reviewed at a level higher than the employee's supervisor	# Actual COI* with management plans
Academic Affairs	102	510	20%	0	0	0
Total	102	510	20%	0	0	0

\* On a separate narrative, please describe in general the Conflicts of Interest (column 6) that were identified and how they were resolved.

**Table 2**

**Instructions:**

Report the aggregate *number of requests* to perform compensated outside professional services (COPS) including funding sources and those that are research related. The number of requests (Column 1 of Table 2) should equal or exceed the number of faculty/professional staff requesting SPOCS (Column 1 of Table 1) as some individuals may have made multiple SPOCS requests.

	1	Funding Sources (must equal column 1 figure)				
	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
Administrative Unit						
Academic Affairs	102	0	0	102	0	0
Total	102	0	0	102	0	0

**Definitions:**

Conflict of Interest (COI): Conflict of Interest means any outside activity or interest that may adversely affect, compromise or be incompatible with the obligations of an employee to the institution.

Scholarly or Professional Outside Compensated Services (SPOCS): Any outside scholarly or professional service by an faculty or professional staff member within his/her subject matter field and for which he/she is compensated by an outside entity, e.g., consulting.

Administrative Unit - Universities: College or Vice President Office

Administrative Unit - DRI: Division

Administrative Unit - Colleges: Vice President's Office reporting more than two SPOCS.

**GBC**

**NSHE Scholarly and Professional Outside Compensated Services Report  
Reporting Form for Community Colleges and State College  
(Form Revised April 2014)**

Institution: <b>Great Basin College</b>
Reporting Period: January 1 - December 31, 2014

**Table 1**

**Instructions:**

1. Report aggregated *number (headcount)* of faculty and professional staff (hereafter called faculty/prostaff) who request to perform scholarly and professional outside compensated services (SPOCS) (columns 1-3).
2. Report aggregated number of Conflict of Interest (COI) reports (columns 4-6).

	Scholarly and Professional Outside Compensated Services (SPOCS)			Conflict of Interest (COI)		
	1	2	3	4	5	6
Administrative Unit	# of Faculty/ Prostaff requesting SPOCS	Total # of Faculty/ Prostaff	% of Faculty/ Prostaff requesting SPOCS	# COI Reports Submitted	# COI Reports Reviewed at a level higher than the employee's supervisor	# Actual COI* with management plans
GBC Academic and Administrative Staff	16	134	11.9%	0	0	0
Total	16	134	11.9%	0	0	0

\* On a separate narrative, please describe in general the Conflicts of Interest (column 6) that were identified and how they were resolved.

**Table 2**

**Instructions:**

Report the aggregate *number of requests* to perform compensated outside professional services (COPS) including funding sources and those that are research related. The number of requests (Column 1 of Table 2) should equal or exceed the number of faculty/professional staff requesting SPOCS (Column 1 of Table 1) as some individuals may have made multiple SPOCS requests.

	1	Funding Sources (must equal column 1 figure)				
	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
GBC Academic and Administrative Staff	16	0	10	6	0	0
Total	16	0	10	6	0	0

**Definitions:**

Conflict of Interest (COI): Conflict of Interest means any outside activity or interest that may adversely affect, compromise or be incompatible with the obligations of an employee to the institution.

Scholarly or Professional Outside Compensated Services (SPOCS): Any outside scholarly or professional service by an faculty or professional staff member within his/her subject matter field and for which he/she is compensated by an outside entity, e.g., consulting.

Administrative Unit - Universities: College or Vice President Office

Administrative Unit - DRI: Division

Administrative Unit - Colleges: Vice President's Office reporting more than two SPOCS.

**TMCC**



**NSHE Scholarly and Professional Outside Compensated Services Report  
Reporting Form for Community Colleges and State College  
(Form Revised April 2014)**

Institution: <b>Truckee Meadows Community College</b>
Reporting Period: January 1 - December 31, 2014

**Table 1**

**Instructions:**

1. Report aggregated *number (headcount)* of faculty and professional staff (hereafter called faculty/prostaff) who request to perform scholarly and professional outside compensated services (SPOCS) (columns 1-3).
2. Report aggregated number of Conflict of Interest (COI) reports (columns 4-6).

	Scholarly and Professional Outside Compensated Services (SPOCS)			Conflict of Interest (COI)		
	1	2	3	4	5	6
Administrative Unit	# of Faculty/ Prostaff requesting SPOCS	Total # of Faculty/ Prostaff	% of Faculty/ Prostaff requesting SPOCS	# COI Reports Submitted	# COI Reports Reviewed at a level higher than the employee's supervisor	# Actual COI* with management plans
Academic Affairs	49	200	24.50%	0	0	0
Finance and Administrative Services	0	32	0.00%	0	0	0
President Office	4	19	21.05%	0	0	0
Student Services	4	46	8.70%	0	0	0
<b>Total</b>	<b>57</b>	<b>297</b>	<b>19.19%</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* On a separate narrative, please describe in general the Conflicts of Interest (column 6) that were identified and how they were resolved.

**Table 2**

**Instructions:**

Report the aggregate *number of requests* to perform compensated outside professional services (COPS) including funding sources and those that are research related. The number of requests (Column 1 of Table 2) should equal or exceed the number of faculty/professional staff requesting SPOCS (Column 1 of Table 1) as some individuals may have made multiple SPOCS requests.

Administrative Unit	1	Funding Sources (must equal column 1 figure)				
	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
Academic Affairs	49	0	17	11	7	14
Finance and Administrative Services	0	0	0	0	0	0
President Office	4	0	1	1	2	0
Student Services	4	0	0	1	1	2
<b>Total</b>	<b>57</b>	<b>0</b>	<b>18</b>	<b>13</b>	<b>10</b>	<b>16</b>

**Definitions:**

Conflict of Interest (COI): Conflict of Interest means any outside activity or interest that may adversely affect, compromise or be incompatible with the obligations of an employee to the institution.

Scholarly or Professional Outside Compensated Services (SPOCS): Any outside scholarly or professional service by an faculty or professional staff member within his/her subject matter field and for which he/she is compensated by an outside entity, e.g., consulting.

Administrative Unit - Universities: College or Vice President Office

Administrative Unit - DRI: Division

Administrative Unit - Colleges: Vice President's Office reporting more than two SPOCS.

**WNC**

**NSHE Scholarly and Professional Outside Compensated Services Report  
Reporting Form for Community Colleges and State College  
(Form Revised April 2014)**

Institution: <b>Western Nevada College</b>
Reporting Period: January 1 - December 31, 2014

**Table 1**

**Instructions:**

1. Report aggregated *number (headcount)* of faculty and professional staff (hereafter called faculty/prostaff) who request to perform scholarly and professional outside compensated services (SPOCS) (columns 1-3).
2. Report aggregated number of Conflict of Interest (COI) reports (columns 4-6).

Administrative Unit	Scholarly and Professional Outside Compensated Services (SPOCS)			Conflict of Interest (COI)		
	1	2	3	4	5	6
	# of Faculty/ Prostaff requesting SPOCS	Total # of Faculty/ Prostaff	% of Faculty/ Prostaff requesting SPOCS	# COI Reports Submitted	# COI Reports Reviewed at a level higher than the employee's supervisor	# Actual COI* with management plans
<b>PRESIDENT'S OFFICE</b>	0	1	0.00%			
<b>ACADEMIC &amp; STUDENT AFFAIRS</b>	7	90	7.78%			
<b>FINANCE</b>	2	5	40.00%			
<b>ADMINISTRATIVE &amp; LEGAL SERVICES</b>	0	17	0.00%			
<b>TOTAL FACULTY</b>	9	113	7.96%			

\* On a separate narrative, please describe in general the Conflicts of Interest (column 6) that were identified and how they were resolved.

**Table 2**

**Instructions:**

Report the aggregate *number of requests* to perform compensated outside professional services (COPS) including funding sources and those that are research related. The number of requests (Column 1 of Table 2) should equal or exceed the number of faculty/professional staff requesting SPOCS (Column 1 of Table 1) as some individuals may have made multiple SPOCS requests.

Administrative Unit	1	Funding Sources (must equal column 1 figure)				
	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
<b>PRESIDENT'S OFFICE</b>	0					
<b>ACADEMIC &amp; STUDENT AFFAIRS</b>	7		3	4		
<b>FINANCE &amp; ADMINISTRATIVE SERVICES</b>	2		2			
<b>ADMINISTRATIVE &amp; LEGAL SERVICES</b>	0					
<b>Total</b>	9	0	5	4	0	0

**Definitions:**

Conflict of Interest (COI): Conflict of Interest means any outside activity or interest that may adversely affect, compromise or be incompatible with the obligations of an employee to the institution.

Scholarly or Professional Outside Compensated Services (SPOCS): Any outside scholarly or professional service by an faculty or professional staff member within his/her subject matter field and for which he/she is compensated by an outside entity, e.g., consulting.

Administrative Unit - Universities: College or Vice President Office

Administrative Unit - DRI: Division

Administrative Unit - Colleges: Vice President's Office reporting more than two SPOCS.

# APPENDIX A

# Board of Regents *Handbook*

## Title 4, Chapter 3, Section 9

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### Section 9. Compensated Outside Professional Services

(For DRI Faculty Members, See Title 4, Chapter 11, Sec. 12)

1. Outside professional or scholarly service by faculty members within their subject matter field and for compensation is recognized as a legitimate activity unless specifically prohibited by the employee's contract with the institution.
2. Outside professional or scholarly service as contemplated by this section shall not interfere with the performance of the duties of any faculty member. If taken during the faculty member's standard workweek, such service shall occupy no more than one day's equivalent time per work week (20%) for full-time faculty members. Faculty members on 12-month contracts must take annual leave if providing outside professional or scholarly service during the standard work week. For the purposes of this paragraph, annual leave is not required to be taken if the activity is scholarly in nature and advances the reputation of the institution, such as serving on a national review board, and the amount of compensation, above expenses, is less than the monetary value of taking a half-day leave.
3. No faculty member may undertake outside professional or scholarly service that would result in a conflict of interest with his or her assigned duties. Conflict of interest means any outside activity or interest that may adversely affect, compromise, or be incompatible with the obligations of an employee to the institution.
4. Faculty members performing compensated outside professional or scholarly service are subject to the code of ethical standards of the State of Nevada (NRS 281A.400-281A.660), which governs the conduct of public officers and employees.
5. A faculty member may not perform an official act on behalf of the institution that directly benefits a business or other undertaking in which he or she either has a substantial financial interest or is engaged as counsel, consultant, representative, agent, director, or officer. This prohibition is not intended to limit a faculty member's ability to enter into a contract between a governmental entity, the institution, and a private entity to the extent authorized by and in conformity with NRS 281.221(3), NRS 281.230(3), NRS 281A.430(3), the Board of Regents Intellectual Property Policy (Title 4, Chapter 12, Sections 1-8), and the Board of Regents Conflict of Interest Policy (Title 4, Chapter 10, Section 1.7).
6. For the purpose of this section, potential conflicts of interest include a faculty member's involvement in transactions or decisions on behalf of an institution, in which the faculty member knows that benefits accrue to individuals in the faculty member's household, persons to whom the faculty member is related by blood, adoption or marriage within the third degree of consanguinity, or persons with whom the faculty member has substantial and continuing outside business relationships.

Relationships within the third degree of consanguinity or affinity are defined as:

- (a) The faculty member's spouse, child, parent, sibling, half-sibling, or step-relatives in the same relationship;
  - (b) The spouse of the faculty member's child, parent, sibling, half-sibling, or step-relative; or
  - (c) The faculty member's in-laws, aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin.
7. Except as otherwise provided in this section, full-time faculty members engaged in providing compensated outside professional or scholarly service shall provide advance notification and request approval in writing to their immediate supervisor about the nature of the work to be performed, the company/organization for which the work will be performed, and the estimated time involved. The

request must be approved in advance by the supervisor within 10 working days. Individual requests to perform outside professional or scholarly service shall be considered confidential personnel documents pursuant to Title 2, Chapter 5, Section 5.6.2. of the Code.

Institutions may establish an expedited pre-approval process for notification of certain compensated outside professional or scholarly activities that are for a short-period, determined to be routine or standard, and compensated at \$3,000 or less per activity. Such services must be identified within the written pre-approval process established by the institution and may include activities such as service on a national panel, speaking engagements as allowed by the institution, and reviewing manuscripts.

8. When a supervisor believes that a faculty member's consulting activities conflict with the faculty member's obligations to the institution or other obligations of the institution, the supervisor shall inform the faculty member of these concerns and negotiate a mutually acceptable course of action. If a mutually acceptable course of action cannot be negotiated, the appropriate vice president or vice chancellor, as the case may be, will hear and evaluate the evidence and render a decision, or appoint a review committee if necessary. The vice president or vice chancellor may require the faculty member to cease performance of existing obligations while the faculty member remains a NSHE employee.
9. Faculty members performing compensated outside professional or scholarly service shall inform those who engage them that they are not acting in the name of the institution and that the institution is not a party to the contract nor liable for any actions of such faculty member.
10. In negotiating for a contract for outside compensated professional or scholarly services, faculty members shall not use institutional stationery or forms in any manner.
11. Full-time faculty members may make a general announcement of their availability as consultants but may not solicit consulting assignments.
12. Faculty members working independently on their own time may obtain patents or copyrights on the results of their work.
13. Faculty members performing compensated outside professional or scholarly service are subject to the Board policy on personal use of System property or resources (Title 4, Chapter 1, Section 25). A faculty member working independently on an outside-compensated contract shall not use NSHE facilities, equipment or personnel unless such use is authorized in advance by the supervisor. Reimbursement of any costs to the institution shall be in accordance with Title 4, Chapter 1, Section 25.
14. It is the responsibility of each full-time faculty member to report outside compensated services in a timely manner and to certify the accuracy of the disclosures. Failure to disclose outside compensated services in a timely and accurate manner constitutes a basis for disciplinary action under Title 2, Chapter 6 of the Code. Records are to be kept annually by the dean or appropriate vice president, or vice chancellor as the case may be, of all approved consulting activities in each department or division.
15. Each NSHE institution shall publish an annual report regarding compensated outside professional or scholarly service completed by its full-time faculty (aggregate data) and approved by the institution in accordance with the provisions of this section. This report will verify that all potential conflicts of interest have been reviewed and approved in accordance with the provisions of this section. A summary of these reports will be sent to the Board of Regents annually.

# Board of Regents *Handbook*

## Title 4, Chapter 11, Section 12

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### Section 12. Compensated Outside Professional Services

(For NSHE General Policy, See Title 4, Chapter 3, Sec. 8)

1. Under conditions set forth below, limited professional services rendered by a Desert Research Institute (DRI) faculty member to organizations or individuals outside of DRI for compensation is recognized as a legitimate, and often desirable, activity for a faculty member.
2. Outside professional or scholarly service as contemplated by this section shall not adversely affect the performance of the faculty member in regard to his or her obligation and duties to DRI. A faculty member is to perform compensated outside professional activities on his or her own time. For the purposes of this section, compensated outside professional or scholarly service does not include work conducted as part of the regular duties of, or the professional responsibilities of, the faculty member, such as serving on a national review board.
3. No faculty member may undertake outside professional or scholarly service that would result in a conflict of interest with his or her assigned duties. Conflict of interest means any outside activity or interest that may adversely affect, compromise, or be incompatible with the obligations of an employee to the institution.
4. DRI faculty members performing compensated outside professional or scholarly service are subject to the code of Ethical Standards of the State of Nevada (*Nevada Revised Statutes* (NRS) 281A.400-281A.480 and 281A.500-281A.660), which governs the conduct of public officers and employees.
5. A faculty member may not perform an official act on behalf of the institution that directly benefits a business or other undertaking in which he or she either has a substantial financial interest or is engaged as counsel, consultant, representative, agent, director, or officer. This prohibition is not intended to limit a faculty member's ability to enter into a contract between a governmental entity, the institution, and a private entity to the extent authorized by, and in conformity, with NRS 281.221(3), NRS 281.230(3), NRS 281A.430(3), the Board of Regents Intellectual Property Policy (Title 4, Chapter 12, Sections 1-8), and the Board of Regents Conflict of Interest Policy (Title 4, Chapter 10, Section 1.7).
6. For the purpose of this section, potential conflicts of interest include a faculty member's involvement in transactions or decisions on behalf of an institution, in which the faculty member knows that benefits accrue to individuals in the faculty member's household, persons to whom the faculty member is related by blood, adoption or marriage within the third degree of consanguinity, or persons with whom the faculty member has substantial and continuing outside business relationships.

Relationships within the third degree of consanguinity or affinity are defined as:

- (a) The faculty member's spouse, child, parent, sibling, half-sibling, or step-relatives in the same relationship;
  - (b) The spouse of the faculty member's child, parent, sibling, half-sibling, or step-relative; or
  - (c) The faculty member's in-laws, aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin.
7. Except as otherwise provided in this section a full-time faculty member engaged in providing compensated outside professional service shall provide advance notification and request approval in writing to his or her supervisor, i.e., the executive director of the division or the appropriate vice president if not in a division, of the nature of the work to be performed, the company/organization for which the work will be performed, and the amount of his or her time likely to be involved. The

request must be approved in advance by the supervisor within 10 working days and shall indicate that the intended compensated outside professional service is not in conflict with any obligations currently incurred or assumed by the Institute. Activity in new areas not presently a regular part of the DRI efforts will not be considered to be in conflict even if DRI subsequently moves into such work. Individual requests to perform outside professional or scholarly service shall be considered confidential personnel documents pursuant to Title 2, Chapter 5, Section 5.6.2. of the Code.

DRI may establish an expedited pre-approval process for notification of certain compensated outside professional or scholarly activities that are for a short-period, determined to be routine or standard, and compensated at \$3,000 or less per activity. Such services must be identified within the written pre-approval process established by DRI and may include activities such as service on a national panel, speaking engagements as allowed by the institution, and reviewing manuscripts.

8. When a supervisor believes that a faculty member's consulting activities conflict with the faculty member's obligations to the institution or other obligations of the institution, the supervisor shall inform the faculty member of these concerns and negotiate a mutually acceptable course of action. If a mutually acceptable course of action cannot be negotiated, the faculty member or the supervisor may request the DRI Senate to appoint a panel of three DRI professional members to hear and evaluate the evidence and make a recommendation to the president. The president will review the recommendation and render a final decision. The president may require the faculty member to cease performance of existing obligations while the faculty member remains a DRI employee.
9. Any faculty member performing outside professional service shall inform those who engage him or her that the faculty member is not acting in the name of the DRI and that the DRI is neither a party to the contract nor liable for any actions of such faculty member.
10. In negotiating for a contract or any contract activities for outside compensated professional service, a faculty member shall not use DRI stationery or forms in any manner.
11. Faculty members performing compensated outside professional or scholarly service are subject to the Board policy on personal use of System property or resources (*Title 4, Chapter 1, Section 25*). A faculty member working independently on an outside compensated contract shall not use DRI facilities, equipment or personnel not available to members of the general public unless such use is authorized in advance by the supervisor. Reimbursement of any added direct costs to DRI shall be in accordance with Title 4, Chapter 1, Section 25.
12. A faculty member working independently on his or her own time may obtain patents or copyrights on the results of his or her work, providing DRI resources were not used in the preparation of the inventions or copyrighted work.
13. It is the responsibility of each full-time faculty member to report outside compensated services in a timely manner and to certify the accuracy of the disclosures. Failure to disclose outside compensated services in a timely and accurate manner constitutes a basis for disciplinary action under Title 2, Chapter 6 of the Code. Records are to be kept annually by each supervisor of all approved consulting activities.
14. The Desert Research Institute shall publish an annual report regarding compensated outside professional or scholarly service completed by its full-time faculty, as aggregate data, and approved by the institution in accordance with the provisions of this section. This report will verify that all potential conflicts of interest have been reviewed and approved in accordance with the provisions of this section. A summary of these reports will be sent to the Board of Regents annually.