



NSHE Scholarly and Professional Outside Compensated Services Report

June 2016

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 2016

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

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

Institution: University of Nevada, Las Vegas

Reporting Period: January 1 - December 31, 2015

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	62	6.45%	10	0	62	100%	0
School of Allied Health Sciences	14	51	27.45%	15	0	51	100%	0
Research and Economic Development	3	50	6.00%	2	0	49	98%	0
Advancement	5	65	7.69%	0	0	65	100%	0
Lee Business School	19	95	20.00%	16	0	95	100%	0
School of Dental Medicine	25	76	32.89%	21	0	71	93%	0
Office of Diversity Initiatives	1	7	14.29%	1	0	7	100%	0
Educational Outreach	2	21	9.52%	0	0	21	100%	0
College of Education	24	87	27.59%	22	2	86	99%	0
College of Engineering	21	100	21.00%	98	0	99	99%	0
Finance and Business	8	135	5.93%	1	0	135	100%	0
College of Fine Arts	47	113	41.59%	117	0	110	97%	0
Graduate College	2	17	11.76%	0	0	17	100%	0
Honors College	4	15	26.67%	0	0	15	100%	0
Harrah's College of Hotel Administration	19	63	30.16%	12	0	63	100%	0
Information Technology	6	78	7.69%	4	0	78	100%	0
College of Liberal Arts	51	199	25.63%	69	0	192	96%	0
University Libraries	10	66	15.15%	11	0	66	100%	0
Boyd School of Law	20	64	31.25%	9	0	64	100%	0
School of Medicine	2	14	14.29%	0	0	14	100%	0
School of Nursing	19	45	42.22%	41	0	45	100%	0
School of Community Health Sciences	13	54	24.07%	6	0	54	100%	0
President's Office	3	23	13.04%	0	0	23	100%	0
Student Affairs	20	251	7.97%	20	0	251	100%	0
College of Sciences	27	191	14.14%	36	0	173	91%	0
Greenspun College of Urban Affairs	26	97	26.80%	33	0	96	99%	0
Academic Success Center	2	19	10.53%	2	0	19	100%	0
Total	397	2058	19.29%	546	2	2021	98.20%	0

* 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	15	0	0	12	2	1
School of Allied Health Sciences	28	0	5	11	1	11
Research and Economic Development	5	0	1	3	1	0
Advancement	31	0	21	0	1	9
Lee Business School	31	0	15	13	2	1
School of Dental Medicine	73	0	24	33	5	11
Office of Diversity Initiatives	2	0	0	1	0	1
Educational Outreach	2	0	1	0	0	1
College of Education	41	0	5	30	2	4
College of Engineering	126	0	10	16	96	4
Finance and Business	16	0	10	1	0	5
College of Fine Arts	148	0	26	86	2	34
Graduate College	2	0	1	0	1	0
Honors College	4	0	1	3	0	0
Harrah's College of Hotel Administration	44	0	17	23	0	4
Information Technology	8	0	5	2	0	1
College of Liberal Arts	103	0	7	79	2	15
University Libraries	15	0	5	7	0	3
Boyd School of Law	45	0	4	32	1	8
School of Medicine	4	0	1	3	0	0
School of Nursing	100	0	4	8	6	82
School of Community Health Sciences	27	0	4	17	3	3
President's Office	9	0	2	1	3	3
Student Affairs	59	0	10	27	0	22
College of Sciences	37	0	5	22	8	2
Greenspun College of Urban Affairs	170	0	32	122	3	13
Academic Success Center	2	0	1	0	0	1
Total	1147	0	217	552	139	239

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.

Results of Required Disclosures

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 2015 annual disclosure.

1. Number of Faculty Requesting SPOCS: UNLV's data in this column reflect both pre-approved compensated outside activity and requested and approved compensated outside activities.
2. Total Number of Faculty/Prostaff: This is a listing of the total number of faculty/staff by unit.
3. Percent of Faculty/Prostaff requesting SPOCS: This is the percentage 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 2015, 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 2015, there were two SPOCS that were approved with a management plan.
6. Number of Annual COI Reports Submitted: Annual disclosures for 2015 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.
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: There were no COIs in 2015.

UNLV Athletics

As per 2015 NSHE guidelines, to avoid procedural duplication as required by the NCAA, Athletics Departments are able to provide a short narrative of SPOC and COIs reflecting NSHE metrics.

In 2015, the Athletics Department had 83 employees. In accordance with NCAA bylaw 11.2.2, all contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member (excluding secretarial or clerical personnel) and UNLV have been reviewed and approved annually by the president. In addition, each staff member was required to provide a written detailed account annually to the president for all athletically related income and benefits from sources outside the institution. This approval of all athletically related income and benefits is consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees. During 2015, 45 members applied and were approved for SPOC activities. Of those 45, no request has required a management plan and no conflict of interest were found.

UNR

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

Institution: **UNIVERSITY OF NEVADA, RENO**
Reporting Period: **JANUARY 1 - DECEMBER 31, 2015**

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
Administration & Finance, VP	1	80	1%			73	91%	
Agriculture, Biotech & Natural Resources	5	72	7%	2		69	96%	2
Business, College of	11	92	12%	5		85	92%	
Continuing Education		25	0%			25	100%	
Cooperative Extension		51	0%			49	96%	
Development & Alumni Relations	1	46	2%	1		42	91%	
Education, College of	12	76	16%	7		69	91%	
Engineering, College of	14	113	12%	4		104	92%	3
Graduate School		3	0%			3	100%	
Health Sciences, College of	7	139	5%	1		127	91%	1
Information Technology	1	69	1%	1		63	91%	
Intercollegiate Athletics	3	89	3%	1		69	78%	
Journalism, School of	5	21	24%	3		17	81%	
Liberal Arts, College of	24	253	9%	11		234	92%	
Libraries	1	47	2%	1		43	91%	
Medicine, School of	36	332	11%	15		305	92%	6
President, Office of		25	0%			24	96%	
Provost, Office of	1	45	2%			41	91%	
Research and Innovation, VP	7	56	13%	1		53	95%	
Science, College of	15	197	8%	7		187	95%	2
Student Services, VP	5	135	4%	5		122	90%	
Total**	149	1966	8%	65	0	1804	92%	14

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

**In prior reporting years, the UNR Faculty/ProStaff headcount included University of Nevada School of Medicine (UNSONM) affiliates and other classified employees. However, UNR has determined that UNSONM affiliates and classified employees should not be included in the headcount for purposes of this report. For the 2015 report, the Faculty/ProStaff headcount does not UNSONM affiliates and classified employees.

Conflict of Interest Management Plans Narrative (Detail for Column 8)

College/School	Date	Category	Purpose
Engineering, College of	2012	Business	Polymeric Design
Medicine, School of	2012	Business	Infectious Disease diagnosis
Medicine, School of	2012	Business	Infectious Disease diagnosis
Science, College of	2013	Business	Analysis Regional Earthquake Data
Medicine, School of	2013	Business	Fertility management Humans and Animals
Medicine, School of	2013	Business	Therapeutic Treatment Muscular dystrophy
Medicine, School of	2013	Business	Therapeutic Treatment Muscular dystrophy
Agriculture, Biotech & Natural Resources	2014	Business	Monoterpenoid Manufacture
Health Sciences, College of	2014	Business	Infectious Disease Forecast
Engineering, College of	2015	Business	Alternative Energy Technology
Agriculture, Biotech & Natural Resources	2015	Business	Monoterpenoid Manufacture
Engineering, College of	2015	Business	Navigational System for Blind Students
Medicine, School of	2015	Business	Functionality of electronic Medical Record Chronic Care
Science, College of	2015	Business	Education Design Math

Note: Each Management Plan is monitored by the Chair of the Department and the Conflict of Interest Officer. If student/trainee involved with the faculty member on similar research, the faculty member discloses annually his/her dual role to student/trainee. Chair of the Department will also disclose the dual role of the faculty and provide role of advisor to ensure integrity of education and research for the student/trainee each calendar year or as appropriate.

**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	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
Administration & Finance, VP	1			1		
Agriculture, Biotech & Natural Resources	5		2	1	2	
Business, College of	12		3	5	2	2
Continuing Education						
Cooperative Extension						
Development & Alumni Relations	1		1			
Education, College of	10			5	1	4
Engineering, College of	14		9	1		4
Graduate School						
Health Sciences, College of	9		1	3	1	4
Information Technology	1			1		
Intercollegiate Athletics	3		1			2
Journalism, School of	5		3	2		
Liberal Arts, College of	22		9	7	1	5
Libraries	1		1			
Medicine, School of	39		26	3	2	8
President, Office of						
Provost, Office of	1				1	
Research and Innovation, VP	7		4			3
Science, College of	15		5	3	2	5
Student Services, VP	5		3			2
Total	151		68	32	12	39

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.

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, 2015

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 Atmospheric Sciences	1	64	1.56%	1	1	64	100%	3
Division of Earth and Ecosystem Sciences	3	52	5.77%	3	3	52	100%	1
Division of Hydrologic Sciences	0	47	0	0	0	47	100%	0
Administration	0	66	0	0	0	66	100%	0
Total	4	229	1.75%	4	4	229	100%	4

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

Narrative for column 8:

Three (3) DAS employees have a company that has license agreement with NSHE for IP that they developed at DRI. This is documented and approved by the President
One (1) DEES employee has a company that has a management plan in place for potential/percieved conflicts. This is documented and approved by the President.

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 Atmospheric Sciences	1		1			
Division of Earth and Ecosystem Sciences	3			3		
Division of Hydrologic Sciences	0					
Administration	0					
Total	4	0	1	3	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.

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

NSC

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

Institution: Nevada State College
Reporting Period: January 1 - December 31, 2015

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	20	30%	0	0	0
Department of Physical and Life Sciences	2	14	14%	0	0	0
Department of Humanities	1	10	10%	0	0	0
Department of Social Sciences/Business	1	13	8%	0	0	0
School of Education	0	11	0%	0	0	0
Total	10	68	15%	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	6	0	0	0
Department of Physical and Life Sciences	3	0	2	0	1	0
Department of Humanities	1	0	1	0	0	0
Department of Social Sciences/Business	1	0	0	0	1	0
Total	11	0	9	0	2	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.

CSN

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

Institution: College of Southern Nevada
Reporting Period: January 1-December 31, 2015

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	87	513	17%	0	0	0
Total	87	513	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
Academic Affairs	87	0	0	87	0	0
Total	87	0	0	87	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: Great Basin College
Reporting Period: January 1 - December 31, 2015

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	14	131	10.69%	0	0	0
Total	14	131	10.69%	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
GBC Academic and Administrative Staff	14	0	12	2	0	0
Total	14	0	12	2	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: Truckee Meadows Community College
Reporting Period: January 1 - December 31, 2015

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			Conflict of Interest		
	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
Academic Affairs	34	199	17.09%	0	0	0
Finance and Administrative Services	1	29	3.45%	0	0	0
President Office	5	23	21.74%	0	0	0
Student Services	3	54	5.56%	0	0	0
Total	43	305	14.10%	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
Academic Affairs	34	0	17	7	3	7
Finance and Administrative Services	1	0	1	0	0	0
President Office	5	0	2	1	2	0
Student Services	3	0	0	0	1	2
Total	43	0	20	8	6	9

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: Western Nevada College
Reporting Period: January 1 - December 31, 2015

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
PRESIDENT'S OFFICE	1	10	10.00%	0	0	0
ACADEMIC & STUDENT AFFAIRS	8	102	7.84%	0	0	0
ADMINISTRATIVE & LEGAL SERVICES	0	13	0.00%	0	0	0
TOTAL	9	125	7.20%	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.

Administrative Unit	1	Funding Sources (must equal column 1 figure)				
	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
PRESIDENT'S OFFICE	1		1			
ACADEMIC & STUDENT AFFAIRS	8		4	2		2
ADMINISTRATIVE & LEGAL SERVICES	0					
Total	9	0	5	2	0	2

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

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

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.