



NSHE Scholarly and Professional Outside Compensated Services Report

June 2017

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 2017

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 (UNLV)

Reporting Period: January 1, 2016 - December 31, 2016

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	5	62	8.06%	0	0	62	100.00%	0
School of Allied Health Sciences	15	51	29.41%	9	0	51	100.00%	0
Research and Economic Development	7	64	10.94%	4	0	64	100.00%	0
Athletics	9	83	10.84%	3	0	79	95.18%	0
Philanthropy and Alumni Engagement	2	47	4.26%	0	0	47	100.00%	0
Lee Business School	12	99	12.12%	5	0	99	100.00%	0
Communications and Media Relations	2	22	9.09%	0	0	22	100.00%	0
School of Dental Medicine	24	76	31.58%	36	0	76	100.00%	0
College of Education	26	106	24.53%	10	1	103	97.17%	0
Educational Outreach	1	20	5.00%	0	0	20	100.00%	0
Hughes College of Engineering	20	102	19.61%	53	0	102	100.00%	0
Finance and Business	6	147	4.08%	0	0	147	100.00%	0
College of Fine Arts	49	117	41.88%	83	2	115	98.29%	0
Government Relations	0	7	0.00%	0	0	7	100.00%	0
Graduate College	1	18	5.56%	2	0	18	100.00%	0
Honors College	3	16	18.75%	0	0	16	100.00%	0
Harrah College of Hotel Administration	22	64	34.38%	11	0	64	100.00%	0
Information Technology	9	90	10.00%	2	1	90	100.00%	0
College of Liberal Arts	54	195	27.69%	15	0	194	99.49%	0
University Libraries	12	73	16.44%	5	0	73	100.00%	0
Boyd School of Law	23	59	38.98%	6	0	59	100.00%	0
School of Medicine	5	30	16.67%	3	0	30	100.00%	0
School of Nursing	15	48	31.25%	54	0	48	100.00%	0
School of Community Health Sciences	13	57	22.81%	14	0	57	100.00%	0
President's Office	4	27	14.81%	2	0	27	100.00%	0
Student Affairs	27	270	10.00%	11	2	268	99.26%	0
College of Sciences	16	192	8.33%	7	0	191	99.48%	0
Greenspun College of Urban Affairs	21	98	21.43%	4	0	98	100.00%	0
Academic Success Center	2	21	9.52%	0	0	21	100.00%	0
Total	405	2261	17.91%	339	6	2248	99.43%	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	19	0	0	17	2	0
School of Allied Health Sciences	34	0	3	26	1	4
Research and Economic Development	15	0	9	6	0	0
Athletics	15	0	0	0	0	15
Philanthropy and Alumni Engagement	1	0	0	0	0	1
Lee Business School	13	0	3	8	1	1
Communications and Media Relations	10	0	6	0	0	4
School of Dental Medicine	217	0	75	65	4	73
College of Education	25	0	2	19	3	1
Educational Outreach	1	0	0	0	0	1
Hughes College of Engineering	120	0	8	10	56	46
Finance and Business	9	0	3	1	0	5
College of Fine Arts	212	0	35	112	0	65
Government Relations	0	0	0	0	0	0
Graduate College	2	0	1	1	0	0
Honors College	4	0	0	2	2	0
Harrah College of Hotel Administration	32	0	10	16	1	5
Information Technology	17	0	12	2	1	2
College of Liberal Arts	85	0	7	61	5	12
University Libraries	13	0	2	7	0	4
Boyd School of Law	43	0	5	28	5	5
School of Medicine	15	0	2	6	0	7
School of Nursing	16	0	2	2	0	12
School of Community Health Sciences	27	0	12	11	0	4
President's Office	6	0	1	2	2	1
Student Affairs	44	0	17	15	0	12
College of Sciences	17	0	0	11	4	2
Greenspun College of Urban Affairs	25	0	3	11	4	7
Academic Success Center	2	0	0	2	0	0
Total	1039	0	218	441	91	289

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 2016 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 2016, pre-approved SPOCS were not reviewed prior to engaging in the outside activity. All other SPOCS were reviewed at a level higher 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 2016, there were six SPOCS that were approved with a management plan.
6. Number of Annual COI Reports Submitted: Annual disclosures for 2016 were required of employees by the end of February. Employees on extended leave account for the majority of 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 2016.

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 (FACULTY/PROSTAFF)**

Reporting Period: **JANUARY 1 - DECEMBER 31, 2016**

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 Required	% 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	84	1%	0	0	82	98%	0
Agriculture, Biotech & Natural Resources	5	77	6%	1	0	74	96%	2
Business, College of	6	103	6%	0	0	89	86%	0
Continuing Education	1	28	4%	0	0	26	93%	0
Cooperative Extension	1	56	2%	0	0	53	95%	0
Development & Alumni Relations	2	48	4%	0	0	47	98%	0
Education, College of	13	85	15%	2	0	82	96%	0
Engineering, College of	16	112	14%	0	0	107	96%	6
Graduate School	0	4	0%	0	0	4	100%	0
Health Sciences, Division of	9	149	6%	0	0	143	96%	1
Information Technology	2	67	3%	0	0	67	100%	0
Intercollegiate Athletics	2	93	2%	1	0	38	41%	0
Journalism, School of	2	21	10%	1	0	19	90%	0
Liberal Arts, College of	16	269	6%	2	0	240	89%	0
Libraries	0	46	0%	0	0	46	100%	0
Medicine, School of	17	339	5%	4	0	247	73%	7
President, Office of	0	28	0%	0	0	25	89%	0
Provost, Office of	2	49	4%	0	0	48	98%	0
Research and Innovation, VP	8	67	12%	1	0	67	100%	0
Science, College of	16	201	8%	0	0	175	87%	1
Student Services, VP	3	147	2%	0	0	146	99%	0
TOTAL	122	2073	6%	12	0	1825	88%	17

* 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
Administration & Finance, VP	1		0	0	1	0
Agriculture, Biotech & Natural Resources	6		1	3	1	1
Business, College of	7		2	1	0	4
Continuing Education	1		0	0	0	1
Cooperative Extension	1		0	1	0	0
Development & Alumni Relations	2		0	0	1	1
Education, College of	17		6	6	0	5
Engineering, College of	23		16	2	1	4
Graduate School	0		0	0	0	0
Health Sciences, Division of	11		3	4	1	3
Information Technology	2		1	1	0	0
Intercollegiate Athletics	4		0	0	0	4
Journalism, School of	2		0	2	0	0
Liberal Arts, College of	18		8	5	1	4
Libraries	0		0	0	0	0
Medicine, School of	20		12	1	2	5
President, Office of	0		0	0	0	0
Provost, Office of	2		1	1	0	0
Research and Innovation, VP	10		2	2	2	4
Science, College of	22		8	8	1	5
Student Services, VP	4		3	1	0	0
TOTAL	153	0	63	38	11	41

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

Scholarly or Professional Outside Compensated Services (SPOCS): Any outside scholarly or professional service by an faculty or professional staff member within his/her

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.

University of Nevada, Reno
NSHE Scholarly and Professional Outside Compensated Services Report, 1/1-12/30/16
Process for Resolution of Conflicts of Interest

The individuals listed in Column 8 have financial interests in or own businesses that are engaged in research similar to the research the faculty member conducts for the university. The individuals have executed a Management Plan that requires annual status report and documents appropriate recusal from decision making for the University specific to conduct with the business. The Management Plan is reviewed and signed by the Faculty member, Chair, Dean, VPRI and President. The annual status report, including any recusal information, is reviewed by the Conflict of Interest Officer and Conflict of Interest Committee.

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, 2016

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
Division of Atmospheric Sciences	4	55	7.27%	3	3	32	58.18%	3
Division of Hydrologic Sciences	1	58	1.72%	1	0	44	75.86%	0
Division of Earth and Ecosystem	2	54	3.70%	2	0	48	88.89%	0
Administration	0	68	0.00%	0	0	1	1.47%	0
Total	7	235	2.98%	6	3	125	53.19%	3

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

Narrative for Column 8:

3 DAS employees have a company that has a license agreement with NSHE for IP that they developed at DRI. 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	4	0	4	0	0	0
Division of Hydrologic Sciences	1	0	1	0	0	0
Division of Earth and Ecosystem	2	0	0	2	0	0
Administration	0	0	0	0	0	0
Total	7	0	5	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.

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, 2016

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
School of Education	1	9	11.1%	0	0	0
School of Liberal Arts & Sciences	5	42	11.9%	0	0	0
School of Nursing	7	25	28.0%	0	0	0
Total	13	76	17.1%	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 Education	1	0	0	1	0	0
School of Liberal Arts & Sciences	12	0	7	2	0	3
School of Nursing	7	0	4	1	1	1
Total	20	0	11	4	1	4

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, 2016

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	104	512	20%	0	0	0
Total	104	512	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	104	0	0	104	0	0
Total	104	0	0	104	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, 2016

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	12	135	8.9%	0	0	0
Total	12	135	8.9%	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.

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	12		10	2	0	0
Total	12	0	10	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, 2016

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	26	203	12.81%	0	0	0
Finance and Administrative Services	0	31	0.00%	0	0	0
President Office	2	19	10.53%	0	0	0
Student Services	2	54	3.70%	0	0	0
Total	30	307	9.77%	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	26	0	12	5	1	8
Finance and Administration	0	0	0	0	0	0
President Office	2	0	1	0	0	1
Student Services	2	0	1	0	1	0
Total	30	0	14	5	2	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, 2016

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
PRESIDENT'S OFFICE	1	14	7.14%	0	0	0
ACADEMIC & STUDENT AFFAIRS	8	90	8.89%	0	0	0
ADMINISTRATIVE & LEGAL SERVICES	0	15	0.00%	0	0	0
TOTAL	9	119	7.56%	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	0	1	0	0	0
ACADEMIC & STUDENT AFFAIRS	8	0	4	3	0	1
ADMINISTRATIVE & LEGAL SERVICES	0	0	0	0	0	0
Total	9	0	5	3	0	1

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.