



# NSHE Scholarly and Professional Outside Compensated Services Report

July 2019

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**  
**July 2019**

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-December 31, 2018

**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
Academic Success Center	3	30	10.00%	0	0	30	100.00%	0
Allied Health Sciences, School of	11	56	19.64%	4	0	56	100.00%	0
Athletics, Division of	16	136	11.76%	1	1	135	99.26%	0
Business School, Lee	22	102	21.57%	10	1	101	99.02%	0
Business Affairs, Division of	1	119	0.84%	0	0	118	99.16%	0
Dental Medicine, School of	35	82	42.68%	24	1	81	98.78%	0
Education, College of	26	114	22.81%	4	0	114	100.00%	0
Educational Outreach, Division of	0	19	0.00%	0	0	19	100.00%	0
Engineering, Howard R. Hughes College of	20	108	18.52%	10	0	106	98.15%	0
Executive Vice President and Provost, Office of the	10	86	11.63%	1	0	86	100.00%	0
Fine Arts, College of	50	134	37.31%	17	3	132	98.51%	0
Graduate College	2	21	9.52%	0	0	21	100.00%	0
Honors College	2	16	12.50%	1	0	16	100.00%	0
Hospitality, William F. Harrah College of	15	68	22.06%	5	0	67	98.53%	0
Information Technology, Division of	8	94	8.51%	3	1	94	100.00%	0
Integrated Marketing & Branding, Division of	2	25	8.00%	0	0	25	100.00%	0
Law, William S. Boyd School of	28	75	37.33%	14	0	75	100.00%	0
Liberal Arts, College of	67	214	31.31%	17	1	214	100.00%	0
Libraries, University	19	76	25.00%	17	0	76	100.00%	0
Medicine, UNLV School of	35	150	23.33%	17	2	148	98.67%	0
Nursing, School of	19	58	32.76%	3	1	58	100.00%	0
Philanthropy and Alumni Engagement, Division of	7	54	12.96%	1	1	53	98.15%	0
President, Office of the	4	30	13.33%	0	0	30	100.00%	0
Public Health, School of	19	58	32.76%	8	0	58	100.00%	0
Research and Economic Development, Division of	9	70	12.86%	7	0	70	100.00%	0
Sciences, College of	29	195	14.87%	1	0	194	99.49%	0
Student Affairs, Division of	20	284	7.04%	45	3	281	98.94%	0
Urban Affairs, Greenspun College of	31	100	31.00%	18	0	100	100.00%	0
<b>Total</b>	<b>510</b>	<b>2574</b>	<b>19.81%</b>	<b>228</b>	<b>15</b>	<b>2558</b>	<b>99.38%</b>	<b>0</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
Academic Success Center	3	0	0	1	0	2
Allied Health Sciences, School of	81	0	59	11	6	5
Athletics, Division of	38	0	11	1	0	26
Business School, Lee	45	1	31	10	2	1
Business Affairs, Division of	1	0	1	0	0	0
Dental Medicine, School of	193	0	116	59	8	10
Education, College of	33	2	6	17	3	5
Educational Outreach, Division of	0	0	0	0	0	0
Engineering, Howard R. Hughes College of	37	1	8	13	6	9
Executive Vice President and Provost, Office of the	15	0	1	10	2	2
Fine Arts, College of	145	0	18	60	0	67
Graduate College	3	1	1	0	0	1

**NSHE Scholarly and Professional Outside Compensated Services Report**  
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*(Form Revised April 2014)*

Honors College	2	0	0	2	0	0
Hospitality, William F. Harrah College of	39	0	13	26	0	0
Information Technology, Division of	26	0	10	1	1	14
Integrated Marketing & Branding, Division of	10	0	4	0	0	6
Law, William S. Boyd School of	80	0	15	52	3	10
Liberal Arts, College of	152	1	12	133	1	5
Libraries, University	33	1	10	17	1	4
Medicine, UNLV School of	99	0	6	59	1	33
Nursing, School of	68	0	2	55	0	11
Philanthropy and Alumni Engagement, Division of	8	0	3	2	0	3
President, Office of the	4	0	0	1	1	2
Public Health, School of	43	0	17	8	2	16
Research and Economic Development, Division of	28	0	13	7	4	4
Sciences, College of	37	0	5	24	8	0
Student Affairs, Division of	130	0	5	53	0	72
Urban Affairs, Greenspun College of	46	0	4	19	7	16
Total	1399	7	371	641	56	324

**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 2018 annual disclosure.

1. Number of Faculty Requesting SPOCS: UNLV's data in this column reflect pre-approved compensated outside activities as well as 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 compensated outside activities.
4. Number of SPOCS Requests Reviewed at a Level Higher than the Employee's Supervisor: In 2018, 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 2018, there were 15 SPOCS that were approved with a management plan.
6. Number of Annual COI Disclosure Reports Submitted: Annual disclosures for 2018 were required of employees by the end of March. Employees on extended leave 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: As stated above, 15 SPOCS were approved with a management plan, which were created to modify the activity to prevent or address a conflict of interest. In each case, the conflict of interest was mitigated. As such, there were no COIs in 2018.

**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, 2018

**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
College of Ag, Biotechnology & Natural Resources	3	146	2.1%	0	0	145	99.3%	0
College of Business	9	112	8.0%	0	0	110	98.2%	0
College of Education	10	90	11.1%	0	0	89	98.9%	0
College of Engineering	10	126	7.9%	1	1	125	99.2%	1
College of Liberal Arts	17	287	5.9%	1	1	284	99.0%	1
College of Science	11	213	5.2%	1	1	213	100.0%	1
Division of Health Sciences	1	4	25.0%	0	0	4	100.0%	0
Extended Studies	0	23	0.0%	0	0	23	100.0%	0
Graduate School	0	5	0.0%	0	0	5	100.0%	0
Intercollegiate Athletics	0	93	0.0%	0	0	76	81.7%	0
Lawlor Events Center	0	3	0.0%	0	0	2	66.7%	0
Nevada Humanities	0	3	0.0%	0	0	1	33.3%	0
Office of the Provost	2	51	3.9%	0	0	51	100.0%	0
Orvis School of Nursing	2	30	6.7%	0	0	30	100.0%	0
President's Office	0	29	0.0%	0	0	29	100.0%	0
Research & Innovation	7	74	9.5%	1	0	74	100.0%	0
Schl of Community Health Sci	9	92	9.8%	1	1	92	100.0%	1
School of Journalism	2	25	8.0%	0	0	25	100.0%	0
School of Medicine	17	264	6.4%	3	3	264	100.0%	6
School of Social Work	2	22	9.1%	0	0	22	100.0%	0
University Libraries	0	51	0.0%	0	0	51	100.0%	0
VP Administration & Finance	3	100	3.0%	0	0	100	100.0%	0
VP Develop & Alumni Relations	0	49	0.0%	0	0	49	100.0%	0
VP Information Technology	0	65	0.0%	0	0	65	100.0%	0
VP Student Services	3	149	2.0%	0	0	149	100.0%	0
<b>Total</b>	<b>108</b>	<b>2106</b>	<b>5.1%</b>	<b>8</b>	<b>7</b>	<b>2078</b>	<b>98.7%</b>	<b>10</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
College of Ag, Biotechnology & Natural Resources	4	0	1	1	0	2
College of Business	12	0	7	2	2	1
College of Education	16	0	5	4	3	4
College of Engineering	11	0	7	2	2	0
College of Liberal Arts	21	0	12	4	2	3
College of Science	16	0	11	3	1	1

**NSHE Scholarly and Professional Outside Compensated Services Report  
Reporting Form for Universities and Desert Research Institute**

*(Form Revised April 2014)*

Division of Health Sciences	2	0	2	0	0	0
Extended Studies	0	0	0	0	0	0
Graduate School	0	0	0	0	0	0
Intercollegiate Athletics	0	0	0	0	0	0
Lawlor Events Center	0	0	0	0	0	0
Nevada Humanities	0	0	0	0	0	0
Office of the Provost	2	0	0	1	1	0
Orvis School of Nursing	2	0	2	0	0	0
President's Office	0	0	0	0	0	0
Research & Innovation	9	0	5	2	0	2
Schl of Community Health Sci	12	0	2	4	3	3
School of Journalism	3	0	2	0	0	1
School of Medicine	21	0	18	0	1	2
School of Social Work	2	0	1	0	0	1
University Libraries	0	0	0	0	0	0
VP Administration & Finance	3	0	3	0	0	0
VP Develop & Alumni Relations	0	0	0	0	0	0
VP Information Technology	0	0	0	0	0	0
VP Student Services	3	0	3	0	0	0
Total	139	0	81	23	15	20

**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.

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**NSHE Compensated Outside Professional and Scholarly Services Report - 2018  
University of Nevada, Reno**

Column 8 Narrative

<u>Administrative Unit</u>	<u>External Business</u>	<u>Nature of COI</u>	<u>Resolution</u>
School of Medicine	Biotechnology	Remuneration, equity interest, corporate officer, sponsored research	Management Plan
School of Medicine	Biotechnology	Remuneration, equity interest, corporate officer, sponsored research	Management Plan
School of Medicine	Pharmaceutical	Equity interest, sponsored research	
School of Medicine	Pharmaceutical	Remuneration, sponsored research	Management Plan
School of Medicine	Pharmaceutical	Remuneration, paid travel, sponsored research	Management Plan
School of Medicine	Pharmaceutical	Remuneration, sponsored research	Management Plan
College of Liberal Arts	Consulting	Corporate officer, equity, Employment of students	Management Plan
College of Engineering	Consulting	Corporate officer, equity, Sponsored research	Management Plan
College of Science	Mining	Remuneration, equity interest, IP income, paid travel, sponsored research	Management Plan
School of Community Health Sciences	Medical Services	Corporate officer, remuneration, equity interest, sponsored research	Management Plan

Management Plans address conflicts of commitment, use of University resources, disclosure requirements, invention disclosures and Intellectual Property, student/fellow/trainee involvement in research, independent review of research for bias, the employee's representation on behalf of the company, and recusal from deliberations related to the company. A Management Plan Administrator is assigned to implement and monitor the Management Plan for compliance, and, if relevant, a student advocate is assigned to meet with students to ensure that student involvement in company-related research does not adversely affect their academic progress.

**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, 2018

**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	0	30	0.00%	0	0	30	100%	0
Division of Earth and Ecosystem Science	2	50	4%	0	0	50	100%	0
Division of Hydrologic Science	1	41	2.43%	0	0	41	100%	0
Division of Atmospheric Science	4	36	11.11%	4	0	36	100%	0
Office of Education	1	9	11.11%	1	0	9	100%	0
Total	8	166	5.73%	5	0	166	100%	0

\* 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.

	1	Funding Sources (must equal column 1 figure)				
	# of SPOCS Requests	Not Approved	Business	Academic Institution	Government	Other
Administration	0		0			
Division of Earth and Ecosystem Science	2		1	1		
Division of Hydrologic Science	1		1			
Division of Atmospheric Science	4		4			
Office of Education	1		1			
Total	8	0	7	1	0	0

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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, 2018

**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 Nursing	5	25	20%			
School of Liberal Arts and Sciences	1	55	2%			
Total	6	80	8%	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						
School of Nursing	5		4	1		
School of Liberal Arts and Sciences	1			1		
Total	6	0	4	2	0	0

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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, 2018

**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	70	398	17.59			
Total	70	398	17.59%	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	70			70		
Total	70	0	0	70	0	0

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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, 2018

**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
GBC Academic and Administrative Staff	12	139	5.40%			
Total	12	139	5.40%	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	0	8	4	0	0
Total	12	0	8	4	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.

**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, 2018

**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	15	210	7.14%	0	0	0
Finance and Administrative Services	1	36	2.78%	0	0	0
President Office	0	23	0.00%	0	0	0
Student Services	4	60	6.67%	0	0	0
<b>Total</b>	20	329	6.08%	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	15	0	8	3	2	2
Finance and Administrative Services	1	0	1	0	0	0
President Office	0	0	0	0	0	0
Student Services	4	0	4	0	0	0
<b>Total</b>	20	0	13	3	2	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.

**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, 2018

**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	0	6	0.00%			
ACADEMIC & STUDENT AFFAIRS	10	92	10.87%			
ADMINISTRATIVE & LEGAL SERVICES	0	19	0.00%			
Total	10	117	8.55%	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						
ACADEMIC & STUDENT AFFAIRS	10		6	2	1	1
ADMINISTRATIVE & LEGAL SERVICES	0					
Total	10	0	6	2	1	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

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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.