

 Prescott College	Policy Number: 804	
	Policy Category: Ethical & Responsible Conduct Policies	
	Ethics – Conflict of Interest	
	Policy Summary: <i>This policy establishes standards and requirements regarding activities and relationships that may create a conflict of interest.</i>	
	Approval Date: 9/11/23	Effective Date: 9/11/23
Policy Owner: <i>Chief Operating Officer</i>	Scheduled for Review: <i>Fall 2028</i>	

Policy Statement

The College is committed to basic values of transparency, integrity of scholarship, and independence as it pursues its mission. Accordingly, Prescott College allows and encourages faculty and staff to engage in outside activities and relationships that enhance the mission of the College. All faculty and staff members are to act with honesty, integrity, and in the best interest of the College when performing their duties, and to abide by the highest standards of research, educational, professional, and fiscal conduct.

Given that the College allows and encourages outside activities and relationships that enhance the mission of the College, potential conflicts of interest and commitment are inevitable. Outside activities should not, however, interfere with an individual’s College obligations. Faculty and staff must not use their official College positions or influence to further gain or advancement for themselves, parents, siblings, spouse or partner, children, dependent relatives, or other personal associates, at the expense of the College.

Faculty and staff members with 50% or more appointments owe their primary professional commitment to Prescott College. Accordingly, a commensurate commitment of time and intellectual energy should be used to support and enhance the mission of the College. Other part-time faculty and staff members owe time and effort commitments to the College commensurate with their appointments.

Prescott College employees must disclose any relationship, outside activity and/or financial activity that creates an actual or potential conflict of interest to the Dean or supervisor. The Dean or supervisor will evaluate the potential conflict. If the conflict is found to be significant, the Dean or supervisor will work with the employee and the Human Resources Director to create a plan to reduce, eliminate or manage the conflict.

Definitions

Conflict of Interest: A Conflict of Interest arises when:

- Professional, financial or personal activities or relationships compromise, or have the appearance of compromising, and employee’s professional loyalty and responsibility to the College, and ability to perform Prescott College duties and responsibilities in a full and complete manner.
- An employee’s professional, financial, or personal activities compete, or have the appearance of competing with the college.

Reason for Policy

To create policy and procedures to identify and manage conflicts of interest.

Responsibilities	
For following policy:	All employees
For enforcement of policy:	Director, Human Resources
For oversight of policy:	Chief Operating Officer
For procedures implementing the policy:	Director, Human Resources
For notification:	Policy Librarian

Revision History

Previous approval date: 06-01-2007