

MIDDLE TENNESSEE STATE UNIVERSITY
Employee Conflict of Interest Disclosure Statement
Corresponding Policy 12 Conflict of Interest

For HR Use Only

___ Faculty

___ Dean/Chair

___ Vice-Provost

___ Executive/VP

___ Staff

INSTRUCTIONS

If you have a conflict of interest, please complete this Employee Conflict of Interest Disclosure Statement (Disclosure Statement) by entering the appropriate information below.

If you do NOT have a conflict of interest, you do NOT need to complete this Disclosure Statement.

DEFINITIONS

The following definitions apply to this Conflict of Interest Disclosure Statement in compliance with MTSU [Policy 12 Conflict of Interest](#).

1. **Conflict of Interest.** Occurs when the personal interests, financial or otherwise, of a person who owes a duty to MTSU actually, or potentially, diverge from the person's professional obligations to, and the best interests of, MTSU. For the purposes of this policy, a conflict of interest with a vendor or contractor also creates a conflict of interest with any sub-vendor or sub-contractor of the vendor or contractor.
 2. **Conflict of Commitment.** A conflict of commitment occurs when the personal or other non-University related activities of an employee impair the ability of that employee to meet his/her commitments of time and energy to the University.
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SECTIONS

- I. [Financial Interests](#)
- II. [Family Relationships](#)
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- IV. [Gifts](#)
- V. [Financial Transactions](#)
- VI. [Lobbying](#)
- VII. [Other Conflicts of Interest](#)

1. Name of Employee submitting the statement: _____
 2. Title or position with MTSU: _____
 3. Email: _____
 4. The following statement is submitted in accordance with the annual Middle Tennessee State University (MTSU) Employee Conflict of Interest Policy:
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I. Financial Interests

Please review the selections below, and check all that apply. For financial interests for which an employee has a financial interest conflict, please also complete the information in the table provided.

- ☐ I have a single-transaction financial interest in a specific business, contract, vendor, subcontractor, or purchase connected to MTSU (please attach an explanation and supporting documentation).
- ☐ I, or a member of my family (spouse, dependent, extended relative), holds a financial interest in one or more businesses, contracts, vendors, or subcontractors connected with MTSU, or from whom MTSU purchases products or services (please attach an explanation and supporting documentation).

| Name of Company or Business for which the MTSU Employee has an ownership interest | Type of Goods or Services offered by the Company and purchased by MTSU | Purchase Amount or Value (includes Goods, Services, or Contracts) |
|---|--|---|
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II. Family Relationships

At any time during the preceding twelve (12) months, was any Board Trustee or Executive Officer of MTSU a family member of yours?

- ☐ Yes (If 'Yes,' please attach an explanation with any supporting documentation)
- ☐ No

| Name of Trustee or Executive Officer | Position Held by Executive Officer, or if a Board Trustee, indicate by stating "Trustee" | Specific Family Relationship |
|---|---|-------------------------------------|
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III. Business Relationships

At any time during the preceding 12 months, did you, or any member of your family, have a Business Relationship with any Executive Officer or Board Trustee of Middle Tennessee State University?

☐ Yes (If 'Yes,' please attach an explanation with any supporting documentation)

☐ No

| Name of Trustee or Executive Officer | Position Held by Executive Officer, or if a Board Trustee, indicate by stating "Trustee" | Specific Business Relationship |
|---|---|---------------------------------------|
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IV. Gifts

Cash

At any time during the preceding 12 months, did you, or any member of your family, provide or receive a gift of cash of any value to or from an Executive Officer or Board Trustee of Middle Tennessee State University?

☐ Yes (If 'Yes,' please attach an explanation with any supporting documentation)

☐ No

| Name of Trustee or Executive Officer | Position Held by Executive Officer, or if a Board Trustee, indicate by stating "Trustee" | Cash Amount |
|---|---|--------------------|
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| | | |

Non-Cash

At any time during the preceding 12 months, did you, or any member of your family, provide or receive a non-cash gift of more than \$50 to or from an Executive Officer or Board Trustee of Middle Tennessee State University?

☐ Yes (If 'Yes,' please attach an explanation with any supporting documentation)

☐ No

| Name of Trustee or Executive Officer | Position Held by Executive Officer, or if Board Trustee, indicate by stating "Trustee" | Gift Description |
|---|---|-------------------------|
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V. Financial Transactions

During the preceding twelve months, did you, or any family member, provide or receive a loan, grant, lease, license, commercial contract, investment agreement, prize, scholarship, consulting contract, or fellowship to or from an Executive Officer, Board Trustee, or Management member of Middle Tennessee State University in connection with the University's regular business operations?

☐ Yes (If 'Yes,' please attach an explanation with any supporting documentation)

☐ No

| Name of Trustee or Executive Officer | Position Held by MTSU Executive Officer, Management Member, or if Board Trustee, indicate by stating "Trustee" | Type of Financial Transaction |
|--------------------------------------|--|-------------------------------|
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VI. Lobbying

During the preceding twelve months, did you or any organization or firm with whom you were affiliated or hired, engage in compensated, registered legislative lobbying related to any educational issue?

☐ Yes (If 'Yes,' please attach an explanation with any supporting documentation)

☐ No

| Agency or Entity Represented in Your Lobbying Capacity | Measures or Legislation Supported or Opposed | Participating Public/Political Official or Legislative Committee Name |
|--|--|---|
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VII. Other Conflicts of Interest (please describe in detail below)

1. Examples include, but are not limited to:

1. Your spouse is your direct or indirect supervisor;
2. You and your spouse are involved in the same Research Project;
3. You are involved in a hiring decision involving a relative, spouse, or significant other;

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature of Employee: _____

Date: _____