



University of Victoria

OFFICE OF THE VICE-PRESIDENT
ACADEMIC AND PROVOST

OFFICE OF RESEARCH SERVICES

**GENERAL DISCLOSURE FORM
CONFLICT OF INTEREST AND EXTERNAL PROFESSIONAL ACTIVITIES**

To be completed by all faculty members and Librarians governed by the Collective Agreement and provided to the chair/director (or dean in the case of non-departmentalized faculties). This form must be submitted **biennially** by February 1st.

Personal information:

a) Name _____;

b) Department _____;

c) Date of last Disclosure (if any) _____;

d) Name and position of chair, dean, or VP that form will be submitted to.

Name: _____ Position: _____.

1. External Professional Activities (Conflict of Commitment, Article 48)

a) Have you engaged in external professional activities which taken together involved a commitment of time in excess of a half working day per week over the past year?

Yes No

b) If you answered "Yes" to a), provide a description of the nature and scope of these activities (no reference to remuneration is required).

2. Conflict of Interest (Article 49)

- a) Since my last Disclosure, no circumstances have changed that would give rise to a conflict or potential conflict of interest in my current activities or those upcoming over the next year.
- b) Since my last Disclosure, situations have arisen that might place me in a conflict of interest with respect to my current activities or those which I expect to be engaged in over the next year.
- c) I did not file a Disclosure last year. Reason:
 - New Hire
 - Other

DISCLOSURE OF CONFLICTS OF INTEREST

1. I am or may be in a situation of conflict of interest or potential conflict of interest that affects or may affect (check all that apply):
 - a) my participation in a recommendation or decision or the process leading to any recommendation or decision to which the Collective Agreement applies;
 - b) my participation in matters pertaining to the financial or property interests of the University;
 - c) my use of a confidential information obtained in my employment that is personal information of other employees or that was intended to remain confidential;
 - d) my participation in a research activity or the submission of application for research funding;
 - e) my participation in an entity controlled by the University; or
 - f) other
2. Please attach a detailed description of the nature of any potential conflict of interest that was indicated above involving you and/or an immediate family member (spouse, partner, child or sibling). For more information about what constitutes a conflict of interest please contact Pamela Richards at directorfacultyrelations@uvic.ca

I certify that the information contained in this Disclosure is true and correct to the best of my knowledge.

I acknowledge that if any matter arises that gives rise to a conflict of interest prior to the time of filing my next Disclosure, I will promptly notify the next level of authority of the matter, in writing.

Signature _____ Date _____