

Mohawk Valley Community College

Conflict of Interest Disclosure Form

Name:

M#:

Job Title:

Dept:

Phone:

Supervisor:

Purpose: This form may be submitted to disclose your actual, perceived, or potential conflict of interest in accordance with [College Policy and Procedure 2004](#). The Executive Director of Human Resources will provide a response to guide you to best manage or avoid conflicts, if present.

Instructions: Select the applicable option below and describe the details in the space provided. If you are unsure which category your situation falls into, please mark "Other." Submit the form via email to humanresources@mvcc.edu. You may be contacted for more information if necessary to assess whether a conflict is present.

Financial Interests

Do you or a family member have any business relationship with or financial interest in an entity that (a) has a contractual relationship with MVCC, (b) provides goods or services to MVCC, or (c) that you are aware is seeking to do business with MVCC (e.g., by submitting a proposal in an RFP)?

Faculty Relationships

Are you a faculty member teaching a credit-bearing course to a student who is a close relative or with whom you have a personal relationship with?

Family Members Working Together at MVCC

Do you work in the same area or department as a family member or have you been involved in the hiring, supervision, or review of the work of a member of your family working at MVCC?

Gifts or Favors

Have you (as an individual or on behalf of your department) or a family member accepted gratuities, gifts, or special favors from someone (or an entity) who is doing business with or proposing to do business with the College?

Outside Jobs/Activities

Do you participate in a job outside of MVCC, or any other outside activity, that may create a conflict of commitment by overlapping with or requiring your attention during your scheduled work hours at MVCC?

Use of College Resources

Do you use—or expect to use in the immediate future—any College resources in the performance of any outside activity?

Other

Provide below any information that is relevant to your response and which might assist the College in managing the conflict (if one exists). For example, where applicable, you should identify the nature of the business or other outside activity, the nature of your financial interest, any outside positions you hold that may pose a conflict of commitment, the type of gift received—as well as its source and approximate value, and the nature of your College responsibilities insofar as they relate to the business or other outside activity. Please be as specific as possible.

I hereby affirm that the information provided here is true and complete to the best of my knowledge. I have read and understand my obligations under College Policy and Procedure 2004 – Conflict of Interest, and will comply with any conditions put in place by the College to manage, reduce, or eliminate conflicts of interest or conflicts of commitment. I will submit an updated disclosure promptly, if my circumstances change. I understand that failure to comply and/or making false or misleading statements could result in disciplinary action up to and including termination.

Signature: _____

Date: _____