

University of Florida Disclosure of Outside Activities and Interests PDF Form Reviewer Guide

Disclosure required: Disclosure requirements have changed in recent years and differ significantly from previous requirements. To determine if an outside activity or interest is actually required to be disclosed by UF, please review these resources: [Outside Activities and Interests Disclosure Guide](#) (lists the required types of disclosures with examples and exceptions), and [Inside Activity Decision Tree](#) (a guide to determine if an activity should be considered part of the employee's UF duties and not an outside activity). If you still have questions, please contact the COI Program at UF-COI@ufl.edu.

Correct Disclosure Method Utilized: The PDF disclosure form may only be used by UF employees who do not have access to disclose in the UFOLIO system. Please confirm the disclosing employee does not have access to disclose in UFOLIO before completing your review. More information about which employees should disclose in UFOLIO is available [here](#).

Form Fields Complete: Please ensure the disclosure form fields are complete and provide enough information in the free-text response areas to describe the activity or interest being disclosed in sufficient detail for anyone to be able to understand the disclosed activity/interest. Supervisors should note that several form fields require multiple responses (i.e. "Employee Name and UFID," or "Job Title and FTE").

Two-level Supervisory Review Required: PDF disclosures must first be reviewed by the employee's immediate supervisor, and then by a separate higher-level authority designated by the employee's college/administrative unit. Please do not select someone arbitrarily as the higher-level authority; instead, contact your college/administrative unit leadership for assistance in determining the appropriate higher-level reviewer.

COI Program Review Required: UF COI Program review is required if a disclosure is disapproved by any reviewer. Additionally, the COI Program must review all PDF disclosure forms answering "yes" to questions #3, #7, #8, #10, or #11.

Self-Insurance Program Review Required: The Self-Insurance Program is required to review all disclosures of medical legal consulting and expert witness services. For such disclosures please ensure that all requested information is provided, including accurate party names and location. *Until further notice, expert witness/legal consulting outside activities where the State of Florida is a party to the proceedings will be reviewed for conflicts of commitments only.*

Use of UF Information, Students and Resources: Reviewers should ensure the employee is not using any proprietary or confidential information belonging to UF, nor making more than incidental use of UF facilities, equipment, supplies or other resources, especially where an employee has disclosed involvement in outside public office. Further, please ensure the employee is not involving UF students or other UF employees in the outside relationship unless previously disclosed and approved to do so. UF students or other UF employees over whom the disclosing employee has any academic or supervisory authority may not be involved.

Negative Impact on UF Work: Supervisors may disapprove a disclosure or consult with the COI Program if the disclosed activity or interest may negatively impact the employee's UF work. Prior to completing your review of a disclosure, please confirm the employee is fulfilling all UF obligations (including but not limited to administration, research, teaching, service, etc.), is not subject to a Performance Improvement Plan or other

remedial measure, and you do not have concerns the external time commitment will negatively impact job performance.

Supervisory Conflict: If you, the supervisor, have an outside activity or financial interest that is shared with one of your employees, please reach out to the COI Program at UF-COI@ufl.edu before proceeding with disclosure reviews for that individual.

UF Work Time: Outside activities must be performed in one's personal capacity as a private citizen. As such, employees may not perform outside activities during their UF work shifts. If an outside activity is planned to occur during the employee's UF work time, they may only proceed if leave is approved through the employee's appropriate departmental procedure.

Questions, concerns, uncertainties? More resources are available on the COI Program website: <https://coi.ufl.edu/resources/>. If you still need assistance, please don't hesitate to reach out to the COI Program at UF-COI@ufl.edu. We will be happy to advise you and assist with whatever concerns you have.