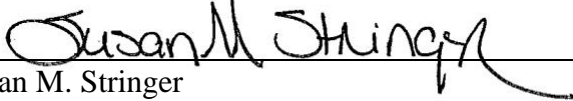


**3361:30-21-01      Employment: reporting of outside activities and interests**

The university is subject to state and federal laws governing ethics, state contracting, and conflicts of interest. In addition, rule 3361:30-21-02 of the Administrative Code and rule 3361:30-21-03 of the Administrative Code require all employees to seek prior approval of any collateral employment in order to avoid potential conflicts of interest and commitment. To facilitate compliance with such laws and rules the university has established the outside activity report (OAR) for disclosure, review, approval and management of collateral employment as well as outside activities, relationships or interests in other entities that may involve conflicts of interest or commitment. All full time university employees, and such part time employees as the president or the president's designee shall direct, shall complete an OAR not less than annually and whenever there is an addition or change in reportable outside activities. The president or the president's designee shall have the authority to adopt policies and procedures for the administration and requirements of the OAR process.

Effective:      April 13, 2012

Certification:   
Susan M. Stringer  
Executive Assistant to the Board of Trustees  
and Senior Vice President for Administration and Finance

Date:            March 29, 2012

Promulgated under: R.C. Section 111.15  
Statutory authority: R.C. 3361.