

**Policy 4021 Conflict of Commitment
Pre-Approval Requests**

12-Month vs 9-Month Faculty: 12-month I/R Faculty must request pre-approval for the following outside activities. With some exceptions (highlighted below), 9-month I/R Faculty are only required to request pre-approval for the following outside activities during the months they are actively employed by George Mason.

Activities covered regardless of time or resource commitment

Foreign Affiliations or Appointments: Affiliations, appointments, or programs involving foreign entities or countries, including sponsored research, and including activities that would not otherwise need to be disclosed, e.g., summer activities when 9-month faculty are not on contract.

***Note:** There is an additional process that must also be followed when engaged in foreign travel in connection with your responsibilities at George Mason.*

Outside Research: Performing sponsored research, or administration of a grant or an award, for an entity outside of George Mason (i.e., not through the Office of Sponsored Programs).

Founding, Executive, or Managerial Position in an Outside Entity: Assuming a founding, co-founding, executive, or managerial position outside of George Mason, e.g., serving as President or CEO of a company or not for profit organization.

**Activities covered when commitments are greater than one day per week
or if they involve the use of significant university resources**

Outside Consulting or Employment: Consulting or employment outside of George Mason that exceeds the one day per week limit as defined by your college.

Other Activities: All other outside activities, including professional organizations, that do not fit the other categories and in which a faculty member uses university facilities, equipment, supplies, or computer time. ***Note:** There is a de minimis exception for use of university resources (e.g., using your George Mason email account as point of contact in your role as associate editor of a journal).*

Approval Workflow

Stage 1: Central Office Review
(Office of Research Integrity)
(Institutional Compliance Office)

- Does not approve or reject request
- Conducts restricted party & contract screening
- Submits results to Chair/LAU review

Stage 2: Chair/LAU

- Does not approve or reject request
- Recommends decision to Dean

Stage 3: Dean

- Considers information from Stage 1 and 2 review
- Approves or rejects the request

Stage 4: Institutional Compliance
Office

- General compliance review checking for Conflicts of Commitment and Conflicts of Interest

**Policy 4021 Conflict of Commitment / Faculty Handbook (2.10.7)
Teaching at Other Institutions as Instructor of Record**

Full-time faculty are typically precluded from serving as an “instructor of record” for another educational institution during the academic year. However, faculty may request an exception. This policy does not pertain to summer employment for nine-month faculty.

Approval Workflow

Stage 1: Central Office Review (Office of Research Integrity) (Institutional Compliance Office)	• Does not approve or reject request • Conducts restricted party screening • Submits results to Chair/LAU review
Stage 2: Chair/LAU	• Does not approve or reject request • Recommends decision to Dean
Stage 3: Dean	• Does not approve or reject request • Considers information from Stage 1 and 2 review • Recommends decision to Provost
Stage 4: Office of the Provost	• Approves or rejects the request
Stage 5: Institutional Compliance Office	• General compliance review checking for Conflicts of Commitment and Conflicts of Interest

Additional Information

Pre-Approval Requests (PAR) are submitted via the RAMP system:

<https://coi.ramp.gmu.edu>

For more information about Conflict of Commitment and the pre-approval process visit the Disclose website. The site houses training materials and quick guides on creating and submitting PARs, as well as updating your disclosure profile.

<https://disclose.gmu.edu>

For questions or consultations, contact: rampcoi@gmu.edu