Department of Music & Theatre
Policy on Conflicts of Interest and Commitment
Revised August 17, 2011

University Policy Statement
Iowa State University requires the disclosure, review/approval, and management of external activities or financial interests with the potential to interfere with one or more of the following:

- **Performance of Duties:** University employees are expected to devote sufficient time and attention to their university duties to perform them conscientiously. An external activity with the potential to interfere with the employee’s university duties is known as a conflict of commitment.

- **Objectivity:** University employees are expected to be objective in the decisions they make while performing their university responsibilities. Financial or other personal considerations with the potential to compromise an employee’s objectivity are known as conflicts of interest.

- **Appropriate Use of State Resources:** State law prohibits the use of state resources, including the university name and trademarks, for personal benefit when such use is detrimental to the state or university.

All university employees are required to comply with this policy and the Procedures, Applications and Guidance established for disclosure, approval and management of conflicts of interest and commitment. For the complete policy, visit: [http://policy.iastate.edu/policy/conflict/](http://policy.iastate.edu/policy/conflict/).

General Information
In accordance with ISU policy, all employees in the Department of Music and Theatre are required to have approval for and annually report external activities, such as consulting or other professional work that could potentially interfere with their performance of duties, objectivity or appropriate use of state resources. The university requires that any external activities with the potential for conflicts of interest or commitment be disclosed and discussed with the DEO in advance of accepting the proposed work.

With prior approval of the DEO, faculty and P&S employees may be permitted (not as an entitlement) up to nine days of paid Professional Activity Leave per academic term (i.e., fall, spring, summer) when the following conditions are met:

- Conducting the activity will advance the skills and abilities of the employee, with resultant benefit to the employing unit;
- The employee has made adequate arrangements to cover ongoing university responsibilities;
- The activity does not interfere or compete with ongoing activities and responsibilities of the university; and
- The activity will not otherwise be detrimental to the employing unit or university.

University facilities and resources, such as university e-mail, telephones, facilities, and computers, are not to be used for consulting activities or to operate private business ventures without the prior approval of the DEO. In some instances, payment may be
required for facility or resource use. Information regarding the rental of Department of Music and Theatre facilities is available on our department webpage.

**Consulting in the Department of Music and Theatre**

Consulting refers to professional services to a non-university entity that are not a part of the employee’s position responsibilities. All consulting activities must be reported. Most consulting by the music faculty is substantially related to their university responsibilities, that is, scholarship/creative activity, recruiting, professional practice, and service – efforts which the department encourages. Such activities may be eligible for Professional Activity Leave, as described above.

The following are among the most commonly reported consulting activities by music faculty. It is unlikely that any of these activities would pose a serious conflict of interest. However, such activities may constitute a conflict of commitment and, therefore, such consulting must be reported.

- Teaching of applied music, theatre performance or theatrical design to non-university students for which compensation is received;
- Membership in regional symphonies, theatre companies, or other professional ensembles;
- Other concert appearances (solos or ensemble recitals, conducting engagements, acting, directing or design appointments);
- Adjudication of music contests and festivals or presenting workshops and clinics to professional organizations;
- Paid church music appointments; and
- Professional business services (such as reed-making, piano tuning, playwriting, voiceover work, etc.).

Faculty who have other business ventures or who do other types of consulting are advised to discuss the project with the DEO.