




MEMORANDUM

Date: March 28, 2016
To: Deans, School Chairs, and Vice Provosts
From: Rafael L. Bras, Provost and Executive Vice President for Academic Affairs 
Copy: College Business Officers
Subject: Reminders about Absences from Campus, Conflicts of Interest, Consulting, Dual Employment, and Export Control

Our faculty are engaged in a variety of professional activities all over the world. Georgia Tech encourages and values these activities. I write to remind you of the policies that should frame them. I urge you to read the policies carefully and address any issues that exist in your units. In addition, I ask that you share this memo with all faculty and staff in your unit.

Absences from Campus

All absences from campus while the faculty member is receiving salary must be approved by a Travel Authority request, Absence from Campus form, and/or Leave of Absence form depending on the length and nature of leave. Table 1 at the end of this memo will assist chairs and faculty in knowing which process to follow. If there is a potential conflict of interest (COI) associated with a Leave of Absence, the COI Management Plan should be included in the approval documentation. During the summer, a faculty member who is not receiving salary does not need to have absence from campus approved. But those being paid over the summer, including faculty members paid from sponsored funds, must follow these procedures. The same procedures apply when a faculty member is on leave of absence with pay.

Conflicts of Interest (COI)

The Conflict of Interest and Outside Professional Activity policy may be found at: <http://www.policylibrary.gatech.edu/faculty-handbook/5.6-conflict-interest-and-outside-professional-activity-policy>. This policy also addresses, consulting, dual employment, and moonlighting and applies to all Institute Employees, including Emeritus faculty, visiting faculty and scientists, adjunct faculty, affiliates, and Tech Temps.

Pursuant to state law, all faculty and staff must disclose any potential conflicts of interest each year. Any disclosed potential conflicts of interest are reviewed by the Georgia Tech COI staff. It is up to the faculty to update any changes to their situation throughout the year. The COI staff review each External Activity Report (EAR), which is then sent to the unit for the supervisor to review. The role of the supervisor as the Reviewer is to determine if the proposed activity is appropriate for the employee. More guidance on the Reviewer role can be found at: <http://coi.research.gatech.edu/node/2>. If you have any questions regarding COI, COI Management Plans, and/or policies or COI training for your unit, see the Conflict of Interest

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website at: www.coi.research.gatech.edu or contact Georgia Tech's COI officer, Jeffrey Steltzer.

Consulting

With prior approval from the supervisor, faculty members may be allowed the privilege of consulting as outlined in the policy at: <http://www.policylibrary.gatech.edu/faculty-handbook/5.6-conflict-interest-and-outside-professional-activity-policy>. The policy reads that "Consulting means any professional activity related to the person's field or discipline (e.g. consulting, speaking, scientific advisory boards, paid attendance at company meetings, expert witness services, etc.), where a fee-for-service or equivalent relationship with a third party exists. Consulting includes organizing or operating any educational program outside Georgia Institute of Technology."

It is against state law and Georgia Tech policy to use any state-owned facilities, property, and/or resources in consulting for personal benefit. The number of consulting days allowed per year is outlined in the policy. The consulting must be done in addition to regular responsibilities. Activities that are not consulting include scholarly communications, professional service, and moonlighting (that is, "endeavors for financial profit that are not directly related to the person's field or discipline").

Dual Employment

Full-time Institute employees may not be on the payroll of other organizations except as consultants. In other words, dual employment is prohibited. This prohibition also includes employment in institutions and entities outside of the United States. (In the United States, payment for consulting services will be reported on an IRS 1099 Form, not on a W-2 form.)

Export Control

Georgia Tech employees can be held liable as individuals for improperly transferring controlled technology. As defined by Federal law, technology includes information related to the design, development, or production of equipment or software that can be used as weapons, as identified on official lists. Transfers of listed technologies to non-U.S. persons or entities in the form of drawings, schematics, blueprints, research results, formulae, meetings, symposiums, classroom discussions, conversations, email, etc., are controlled.

If any controlled information, technology, software, or equipment will be transferred to another party overseas or to a foreign party in the United States, a license must be obtained prior to the transfer unless a valid licensing exception or exclusion applies. The Georgia Tech Export Control policy can be found at: <http://www.policylibrary.gatech.edu/research-support/export-control>. The Georgia Tech Office of Research Integrity Assurance has more information about export control and related issues at: <http://researchintegrity.gatech.edu/export-control>. Someone from the Export Control staff in the Office of Research Integrity Assurance (ORIA) can always be reached at export@gatech.edu.

Reporting Violations

Violations of any of these policies should be reported. The report may be filed through EthicsPoint at <http://www.ohr.gatech.edu/ers/disputes/discrimination>. Within EthicsPoint, the reporting individual can remain anonymous.

Related Policies:

BOR Leave Policies: http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7_leave

BOR Outside Activities

Policies: http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.15_outside_activities

Conflict of Interest: <http://www.policylibrary.gatech.edu/faculty-handbook/5.6-conflict-interest-and-outside-professional-activity-policy>

Export Control: <http://www.policylibrary.gatech.edu/research-support/export-control>

General Leave: <http://ohr.gatech.edu/benefits/timeoff>

Leaves of Absence: <http://www.policylibrary.gatech.edu/employment/leave-absence>

Travel Policies: <http://www.policylibrary.gatech.edu/business-finance/travel>

Table 1: Professional Activities Absences/Leaves from Campus Processes

Time Period	Form	Documentation	Approvals	System
1 to 10 Days	Travel Authority via Techworks	Travel Authority	School Chair or delegated representative	Travel Authority via Techworks
>10 Days to <8.5 weeks	Absence from Campus	Absence from Campus Form	School Chair or delegated representative Dean Faculty Affairs Acknowledges	GT-TRACS
8.5 Weeks to One Year	Leave of Absence	Leave of Absence Form Justification and details of Leave COI Management Plan, if applicable	School Chair Dean Vice Provost, GEFD Provost	GT-TRACS
> One Year	Leave of Absence	Leave of Absence Form Justification and details of Leave COI Management Plan, if applicable Draft Letter from President to Chancellor	Chair Dean Vice Provost Provost President BOR Chancellor	GT-TRACS