

# BRADLEY UNIVERSITY SENATE

## AGENDA

FOURTH REGULAR MEETING OF THE 2003-2004 SENATE

3:10 P.M. DECEMBER 10, 2003

STUDENT CENTER BALLROOM C

- I. Call to order
- II. Announcements
- III. Approval of Minutes
  - A. Third regular meeting of the 2003-2004 Senate, November 20, 2003 ([p. 2](#))
- IV. Call for Items to be added to the Agenda
- V. Reports from Administrators
  - A. President Broski
  - B. Provost Liberty
  - C. Vice President Engelbrecht
- VI. Reports from Standing Committees
  - A. Curriculum & Regulations
    1. Foster College of Business ([p. 7](#))
      - a. Course Modifications (ATG, BMA)
      - b. Course Additions (BMA)
      - c. Major Addition: Entrepreneurship ([p. 7](#))
      - d. Concentration Deletion: Entrepreneurship ([p. 8](#))  
Additional Details on Entrepreneurship major ([p. 8](#))
    2. College of Education and Health Sciences
      - a. Modification of Nursing Major ([p. 9](#))
      - b. Course Deletions, Modifications, Additions  
Summary of Proposed Changes ([p. 11](#))
  - B. Contractual Arrangements
    1. Policy on Conflict of Commitment & Conflict of Interest ([p. 12](#))
- VII. Reports from Ad Hoc Committees
- VIII. Unfinished Business
- IX. New Business
- X. Other Business
  - Report from Student Senators
- XI. Adjournment

***The end of semester University Senate reception will take place immediately after the meeting.***

***Please join us for refreshments and conversation.***

BRADLEY UNIVERSITY SENATE 2003-2004  
MINUTES  
THIRD REGULAR MEETING, NOVEMBER 20, 2003

I. CALL TO ORDER

The meeting was called to order in the Student Center Ballroom C at 3:13 PM.

II. ANNOUNCEMENTS

There were no announcements.

III. APPROVAL OF MINUTES

Assoc. Provost Galsky made the motion to approve the minutes. Dean Sattler seconded the motion. The motion was approved. .

IV. CALL FOR ITEMS TO BE ADDED TO THE AGENDA

No items were added to the agenda.

V. REPORTS FROM ADMINISTRATORS

There were no reports from administrators.

VI. REPORTS FROM STANDING COMMITTEES

A. Curriculum and Regulations

1. Executive Committee of the Graduate School

a. Course addition: SCI 501

This item was listed for informational purposes only.

b. Program addition: Clinical Doctorate in Physical Therapy-Vice President McAsey chaired the meeting for the discussion of b. and c.

Dean Stutz made the motion to approve the Clinical Doctorate in Physical Therapy (DPT). Dean Johnson seconded the motion. Dean Sattler gave a summary of the program and the reasons for its implementation. The program would be a clinical doctorate with 20 students per class. It would be a three-year, year-round program. The health science program would be the feeder program for the DPT. Three reasons were given for the adoption of the new program: new standards which require more breadth and depth from physical therapy (PT) programs, increased competition from programs that now have DPT's or are transitioning to DPT's and legislative efforts that would allow direct access to PT services. If approved the PT program would start summer 2005 and the program would pay for itself. There will be a flat tuition of \$52,000 for three years with a 25 percent discount for merit. The DPT will require two

additional faculty and will not take resources from undergraduate programs. Brad Andersh stated that according to the APTA there was no mandate for DPT programs and he was concerned about enough students being available for the program. Mary Jo Mays replied that changing standards warranted a DPT program and that to retain students, a DPT was required. She also said that a DPT would be needed for PT practitioners if the direct access legislation was passed. Robert Podlasek asked what would happen if the program could not pay for itself or the number of students declined. Mary Jo Mays replied that the program won't get the additional faculty if the program does not pay for itself. In addition, if the number of students decreased, then a program review could occur. President Broski said adjustments could be made to the program if necessary. Dean Sattler stated that since the new resources would not be given upfront, the new resources could be phased in as the new students come into the program. This was different from the EMBA program where the new faculty were hired upfront. Provost Liberty commented that if a number of cohorts go through the program and the number of students declines, then there will be a program review. With the EMBA, if the numbers declines, then the new faculty positions could be reabsorbed. The motion was approved.

c. Program Deletion: Masters of Physical Therapy

Before the motion was made, Dean Stutz stated that the motion was for the Masters of Physical Therapy (MPT) program to be deleted according to the deletion timetable in the agenda packet. The program would not be deleted immediately. Dean Stutz made a motion for deletion of the MPT program and the motion was seconded by Dean Sattler. Sam Fan commented that the program should not be deleted now but that we should wait for the DPT program to be put into place first. Dean Stutz replied that the graduate school was satisfied with the deletion process. Provost Liberty said that if the DPT was not approved, then the MPT would have to be added back. Dean Stutz remarked that the motion could not be tabled at this point. President Broski stated that if the DPT was not approved, the MPT should be phased-out anyway. The motion was approved.

d. Policy Proposal for Implementing Post-Baccalaureate Certification Programs-Senate  
President Mays resumed as chair of the meeting.

Dean Stutz made the motion to approve the policy proposal for implementing post-baccalaureate certification program. The motion was seconded by Dean Johnson. Dean Stutz explained that while post-baccalaureate programs were new to Bradley, they were not new to all universities. These programs were directed toward workplace-type functions. This proposal had originally been circulated a year earlier and Dean Stutz thanked all those who worked on the committee. Dean Stutz stated that there would be no discounts on tuition. Students would pay regular or negotiated graduate tuition rates. The proposal was limited to graduate students since the issue was handled by a graduate committee and because undergraduate certificate programs were usually not popular. Dean Stutz also stated that post-baccalaureate programs lent themselves to distance, on-line learning. There was a form available for departments to obtain approval for new certificate programs. In addition, since there would be no discounts on tuition, there were revenue-sharing opportunities available for departments who created new certificate programs. Provost Liberty commented that these would be certificate programs for credit with a transcript. He also said that he

and Gary Anna desire some kind of revenue-sharing but that a process was not yet in place. There were some questions over the details of revenue-sharing but these could not be definitively answered at this stage. Dean Stutz remarked that certificate programs were a useful way for departments to determine if a master's degree program was feasible. The motion passed.

## 2. Subcommittee on Academic Regulations and Degree Requirements

Senate President Mays informed Senate that this issue had been approved at the May meeting.

### B. Contractual Arrangements

#### 1. Policy on Conflict of Commitment and Conflict of Interest

Because of another commitment Bob Wolffe had Steven Tippett of the Contractual Arrangements Committee led the discussion of the policy. Steven Tippett stated that though there were no substantive changes to the policy, a number of revisions were made. In section H, the wording was made clearer and was better defined. The number of questions on the reporting form was reduced from six to four questions. In addition, alterations were done to bring more balance between the retrospective and prospective natures of the reporting form. The tracking form was changed as well. Joseph Felder was concerned about the grievance procedure for the new policy and had new language to submit to the committee in order to clarify the grievance procedure. He also would like to see an elected conflict committee as opposed to one appointed by the Senate Executive Committee and he had a proposal to submit to the committee. Sam Fan was concerned that the forty-day rule could be better defined. Steve Tippett replied that the forty-day policy was more realistic and more liberal than the present policy. Clarifications were requested for what it meant to divert resources to other universities and what is the responsibility of chairs when they approve certification of the reporting form. Bernie Goitein wanted assurance that the policy does not discourage relationships with customers of Bradley. Bob Podlasek asked who was covered by the policy and whether there was a separate policy for administrators. Steve Tippett responded that only full-time faculty were covered by the policy. He also stated he would look into the issue of which policy administrators were subject to. Bob Podlasek then asked about collaborative projects where there was both a creative aspect, which is exempt under the new policy and a technical aspect, which would have to be reported under the new policy. There were follow-up questions about what exactly was meant by the term creative activities.

## VII.. Reports from Ad Hoc Committees

There were no reports from Ad Hoc Committees.

## VIII. Unfinished Business

There was no unfinished business.

## IX. New Business

### A. Ratifications of Appointments to Standing Committees

#### 1. General Education Subcommittee

The appointment of Kate Pfeiffer to the General Education Subcommittee was approved.

X. Other Business

Report from Student Senators

Student Senator Steve Thompson made the following report:

1. Student Senate passed a resolution asking for a re-registration (which was denied), asking the University Administration to correct registration problems that many students experienced, and requesting that the University Administration have a back-up system in place should Webster fail again.
2. Student Senate is happy to see the NPHC/NALFO flag display in the north side of the Student Center. These flags signify the presence of chapters of historically under-represented fraternities and sororities on Bradley's campus.
3. Mr. Thompson was thankful to the University and especially Dr. Galsky for the opportunity to visit West Point Military Academy to attend the 18<sup>th</sup> Annual National conference on Ethics in America. The ability to devote an entire week to the discussion of ethics in such an environment was an opportunity I am grateful to have had. Should anyone wish to hear about the conference, please e-mail me at [sthomps9@bradley.edu](mailto:sthomps9@bradley.edu).

XI. Adjournment

The time of adjournment was 4:30PM.

### Third Meeting of the 2003-2004 University Senate Attendance November 20, 2003

Faculty (Please Initial)

Ahn, In Soo		Gehring, Janet	JG	O'Brien, Kevin	KO
Andersh, Brad	BA	Goitein, Bernie	BG	Podlasek, Robert	RP
Armaner, Fran	FA	Gorin, Zev		Prasad, Vinod	VP
Beck, Dennis	DB	Greene, Mike		Rasmussen, Elisa	ER
Bond, Ed	EB	Haverhals, John		Schmidt, Roy	
Brown, George		Heinemann, Stephen	SH	Sconduto, Leslie	LS
Choi, Chang-Ok	CO	Helenek, Henry		Skaggs, Jobie	
Cluskey, Molly	MC	Hill, Donna		Stalling, Richard	RS
Craig, Martha	WC	Kimberlin, Kevin	KRK	Sloan-Huscr, Mindy	MS
Dannehl, Charles	CD	Krishnamoorthi, K.		Uskov, Vladimir	UV
Dare, Olatunji		Lawrence, B. J.	BJL	Walters, Kerry	KW
Fan, Sam	FS	Mao, Kristina		Webster, Allen	AW
Felder, Joe	FF	Mays, Mary Jo	MJM	Wilcox, William	
Flannigan, Peggy	FL	McAsey, Mike	MM	Will, Gary	GW
Fowler-Salamini, Heather		Mehta, Paul	PM	Wolffe, Robert	RW
Fuessle, Bob		Morris, Marty	MM	Worthington, Marjorie	MW

Ex-Officio (Please Initial)

Anna, Gary		Huberman, Jeffrey	JH
Aspin, Larry	LA	Johnson, Richard	RJ
Baer, Robert	RB	Roberson, Nikie	NR
Beaty, Kathie	KB	Liberty, Stan	SL
Broski, David	DB	Perry, Sandra	SP
Engelbrecht, William	WE	Sattler, Joan	JS
Ettaugh, Claire	CE	Stutz, Conley	CS
Galik, Barbara	GB	Winn, William	
Galsky, Alan	GA		

Students (Please Initial)

Milanovic, Nevena	NM	Thompson, Steve	ST
Polisky, Michael	PO	Czvanah, Scott	

DATE: December 3, 2003  
 TO: University Senate  
 FROM: Doan Modianos  
 RE: C&R Subcommittee on Curriculum

The following requests were reviewed and subsequently approved by the C&R Subcommittee on Curriculum. The following summary is provided for your consideration and action.

**Foster College of Business Administration:**

**Course Modifications:**

**ATG 477, Federal Taxes I, 3 s.h. (change in course number, course description, and prerequisite)**

*Course Description:* Principles of federal income taxation, based upon the Internal Revenue Code. Measurement and reporting of taxable income of tax entities, including corporations, partnerships, and individuals.

*Prerequisite:* AGT 302 or permission of the instructor.

**ATG 457, Auditing, 3 s.h. (change in course description and prerequisite)**

*Course Description:* Principles and procedures of external auditing. Auditing standards, ethics of the profession, risk assessment, internal control evaluation and testing, substantive testing, reporting. A simulated audit experience case performed by student teams.

*Prerequisite:* AGT 302, ATG 383, senior standing, or consent of Department Chair.

**BMA 382, Entrepreneurship, 3 s.h. (change in course number, title and description)**

*Course Description:* Activities involved in starting, financing, growing, and harvesting a new business venture. Entrepreneurs and their behavior, analysis of opportunities, obtaining capital and venture strategies. Not open to students who have had BMA 359.

**BMA 383, Small Business Management, 3 s.h. (change in course number and description)**

*Course Description:* Management and operation of a small business. Marketing, human resources, financing, and administration plans directly related to the small company. Not open to students who have had MBA 451.

**BMA 384/FIN 384, Entrepreneurship Finance, 3 s.h. (change in course description to cross list course)**

**Major Addition:**

**Entrepreneurship**

**Rationale:**

The curriculum objectives and goals that the major is designed to meet, and the way in which the major will contribute to the overall mission of the department and the College.

**Concentration Deletion:**

**Entrepreneurship**

**Rationale:**

The Entrepreneurship Concentration is being deleted because of the proposed upgrade of the concentration to a major. Hence, once the Entrepreneurship Major is approved, the concentration would then be confusing to students.

**Course Additions:**

**BMA 385, Technology Entrepreneurship, 3 s.h.**

**Rationale:**

Technology entrepreneurship and the development of new products is seen by many as the driving force in economic development both locally and nationally. It also provides a mechanism for cooperation between the Foster College of Business and Administration and the College of Engineering and Technology.

**BMA 488, Internship in Entrepreneurship, 1-3 s.h.**

**Rationale:** To provide potential entrepreneurs with an optional experience working in an emerging business or an organization that assist emerging high-technology business.

**BMA 489, Topics in Entrepreneurship, 3 s.h.**

**Rationale:**

This course is a standard part of most majors at Bradley and provides the flexibility of offering unique experimental or one-time courses within the Entrepreneurship Major.

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[[ **Additional Details on Entrepreneurship Major**]]

Entrepreneurship was created as a concentration within the Management and Administration major in the Department of Business Management and Administration in 1996. After modest increases in the first three years and a drop in 1999, the number of Entrepreneurship Concentration students grew 46% in 2000, 31% in 2001, 28% in 2002, and an amazing 50% in 2003. The size of the concentration now clearly has a sufficient critical mass to upgrade to a major.

The rationale for the Entrepreneurship major becomes even more clear when considering that the upgrade can be made with virtually no additional resources.

Curriculum Objectives

The Entrepreneurship major prepares students to own, manage, or work successfully in small and emerging businesses and enhance their value in large organizations. Students learn how to research new product or service ideas, determine their feasibility, and develop business plans necessary to launch a business, a new product, or a new service. They develop the skills to operate a business once it is started, grow the business, and eventually sell it or pass it on to next generation. The major helps students understand the functional areas of business and apply the theory to the unique situations found in small or growing ventures. Students with an Entrepreneurship major are also prepared for careers in consulting or working within a family business setting.

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## College of Education and Health Sciences:

### Major Modification:

#### Nursing: Undergraduate

#### Rationale:

The undergraduate nursing program curriculum has been modified in an effort to more specifically delineate the nature of the content within each course. Through the proposed modification content, albeit previously included and addressed, will be more clearly explicated.

### Course Deletions:

**NUR 201, Individuals, Society, Health and Nursing Theory, 3 s.h.**

**NUR 202, The Nursing Process: Adaptation of the Individual (Theory) 4 s.h.**

**NUR 211, Individuals, Society, Health and Nursing (Practicum), 2 s.h.**

**NUR 212, The Nursing Process: Adaptation of the Individual (Practicum), 2 s.h.**

**NUR 301, The Nursing Process: Adaptation of the Family (Theory), 6 s.h.**

**NUR 302, The Nursing Process: Adaptation of the Expanding Family (Theory), 6 s.h.**

**NUR 311, The Nursing Process: Adaptation of the Family (Practicum), 4 s.h.**

**NUR 312, The Nursing Process: Adaptation of the Expanding Family (Practicum), 4 s.h.**

**NUR 401, The Nursing Process: Adaptation to Complex Health Situations (Theory), 5 s.h.**

**NUR 402, Nursing: Individuals, Society and Health (Theory), 5 s.h.**

**NUR 411, The Nursing Process: Adaptation to Complex Health Situations (Practicum), 5 s.h.**

**NUR 412, Nursing Individuals, Society, and Health (Practicum), 5 s.h.**

#### Rationale:

The undergraduate nursing curriculum has been revised to address changes in nursing practice. These courses are no longer needed.

### Course Modifications:

**NUR 303, Research in Nursing, 3 s.h. (change in course description and prerequisite)**

*Course Description:* As a consumer of research, the student evaluates published nursing research and its importance to the profession. The student examines steps of the research process in critiquing literature and writing a comprehensive review of literature. Use of the computer in nursing research correlated with study of the research process.

Prerequisite: ENG 101, Majors only, Junior standing

Corequisite: Math 111 or equivalent

**NUR 310, Health Assessment, 2 s.h. (change in course title, semester hours, and prerequisite)**

**Prerequisite:** Illinois RN licensure; consent of department chair, CPR certification

### Course Additions:

**NUR 200, Fundamentals of Nursing – Theory, 4 s.h.**

**NUR 203, Fundamentals of Nursing – Practicum, 2 s.h.**

**NUR 204, Introduction to Health Assessment, 2 s.h.**

**NUR 206, Adult Health I: An Introduction to Medical-Surgical Nursing (Theory), 3 s.h.**

**NUR 306, Maternal-Newborn Nursing – Theory, 3 s.h.**

**NUR 307, Maternal-Newborn Nursing – Practicum, 2 s.h.**

**NUR 308, Nursing of Children (Theory), 3 s.h.**

**NUR 309, Nursing of Children (Practicum), 2 s.h.**

**NUR 314, Psychiatric/Mental Health Nursing (Theory), 2 s.h.**

**NUR 315, Psychiatric/Mental Health Nursing (Practicum), 2 s.h.**

**NUR 316, Adult Health II: Medical-Surgical Nursing (Theory), 4 s.h.**

**NUR 317, Adult Health II: Medical-Surgical Nursing (Practicum), 2 s.h.**

**NUR 318, Pharmacology and Nursing Implications, 2 s.h.**

**NUR 404, Community Health and Nursing – Theory, 2 s.h.**

**NUR 408, Adult Health III: Medical-Surgical Nursing (Theory), 3 s.h.**

**NUR 409, Senior Practicum I, 5 s.h.**

**NUR 410, Adult Health IV: Nursing Care of the Patient with Multi-System Challenges (T), 3 s.h.**

**NUR 414, Senior Seminar: Preparation for Professional Nursing, 1 s.h.**

**NUR 417, Senior Practicum II, 5 s.h.**

**NUR 418, Nursing Leadership: Concepts & Issues, 1 s.h.**

**NUR 421, Role Exploration in Professional Nursing, 2 s.h.**

**Rationale:**

The undergraduate nursing curriculum has been revised to address changes in practice. Therefore, these courses have been added.

## Summary of Proposed Curriculum Changes Nursing Undergraduate Program

**Courses being deleted:** NUR 201,202,211,212,301,302,311,312,401,402,411,412 (51 credit hours)

**Course being retained:** Required or elective course for nursing majors only: NUR 300, 303 (modified), 310 (modified), 405,406,415,416,419,420

All general nursing elective courses: NUR 163,217,219,220,221,233,263,333,353,372,376,391

<b>Current Curriculum</b>	<b>cr</b>	<b>Proposed Curriculum</b>	<b>cr</b>
NUR 201 Individuals, Society, Health & Nursing (T)	3	NUR 200 Fundamentals of Nursing (T)	4
NUR 211 Individuals, Society, Health & Nursing (P)	2	NUR 203 Fundamentals of Nursing (P)	2
		NUR 204 Introduction to Health Assessment 2 cr	2
NUR 202 The Nursing Process: Adaptation of the Individual (T)	4	NUR 206 Adult Health I: Intro to Medical-Surgical Nursing (T)	3
NUR 212 The Nursing Process: Adaptation of the Individual (P)	2	NUR 207 Adult Health I: Intro to Medical-Surgical Nursing (P)	2
NUR 303 Research in Nursing	3	NUR 303 Research in Nursing 3 cr	3
NUR 301 The Nursing Process: Adaptation of the Family (T)	6	NUR 306 Maternal-Newborn Nursing (T)	3
NUR 311 The Nursing Process: Adaptation of the Family (P)	4	NUR 307 Maternal-Newborn Nursing (P)	2
		NUR 308 Nursing of Children (T)	3
		NUR 309 Nursing of Children (P)	2
NUR 310 Conceptual Bases for Professional Nursing	1	NUR 310 Conceptual Bases for Professional Nursing	2
NUR 302 The Nursing Process: Adaptation of the Expanding Family (T)	6	NUR 314 Psychiatric/Mental Health Nursing (T)	2
NUR 312 The Nursing Process: Adaptation of the Expanding Family (P)	4	NUR 315 Psychiatric/Mental Health Nursing (P)	2
		NUR 316 Adult Health II: Medical-Surgical Nursing (T)	4
		NUR 317 Adult Health II: Medical-Surgical Nursing (P)	2
		NUR 318 Pharmacology & Nursing Implications	2
NUR 401 The Nursing Process: Adaptation to Complex Health Situations (T)	5	NUR 404 Community Health Nursing (T)	2
		NUR 408 Adult Health III: Medical-Surgical Nursing (T)	3
NUR 411 The Nursing Process: Adaptation to Complex Health Situations (P)	5	NUR 409 Senior Practicum I (P)	5
NUR 402 Nursing: Individuals, Society, & Health (T)	5	NUR 410 Adult Health IV: Nursing Care of the Patient with Multi-System Challenges (T)	3
		NUR 414 Senior Seminar: Preparation for Professional Nursing (T)	1
NUR 412 Nursing: Individuals, Society, & Health (P)	5	NUR 417 Senior Practicum II (P)	5
		NUR 418 Nursing Leadership: Concepts & Issues (T)	1
		NUR 421 Role Exploration in Professional Nursing (T & P) elective	2
<b>Total Credit Hours</b> <b>55</b>		<b>Total Credit Hours</b> <b>62</b>	

**Bradley University**  
**Conflict of Commitment and Conflict of Interest Policies**

**Conflict of Commitment Policy**

**A. Definition and Disclosure Requirements**

Bradley University encourages faculty to pursue excellence in teaching, scholarship, and service. The University recognizes that activities outside of the University, including community and government service in the public interest, consulting, and outside employment, may enrich classroom performance and enhance research and/or creative production. These activities should be carefully managed to ensure that they do not adversely interfere with the faculty member's primary professional commitment to the education, research and creative production, and service programs of the University. This policy addresses conflicts of commitment resulting when outside compensated activities take precedence over a faculty member's primary professional obligation to Bradley University.

It is important to recognize, however, that the obligations of Bradley University faculty members move beyond the letter of these policies to their spirit. The University requires that its faculty members meet their classes; but it also expects that they will be available to students outside of the classroom, will carry their share of committee responsibilities, and will remain productively involved in their research and scholarly pursuits. External activities that compromise or diminish a faculty member's capacity to meet these obligations may represent a conflict of commitment. Conflicts of commitment usually involve issues of time allocation. Whenever an individual's outside compensated professional activities exceed the limits permitted in this policy a conflict of commitment exists. Accordingly, compensated professional/commercial activities, including outside consulting and creative endeavors, should not exceed forty days during the academic year as stipulated in individual annual employment contracts. The faculty member may exclude from this timeframe the days between Fall Commencement and the start of the Spring Semester. Teaching an overload during a regular semester at Bradley University does not constitute a violation of this policy and shall not be included in the calculation of outside professional activity time.

Bradley University faculty members holding full-time appointments may not hold compensated, professional appointments of any type during the academic year in any other organization where they do not have significant ownership interests without written approval from the Provost. Approval is also required for teaching appointments or other professional activities that might compete with University offerings.

Each faculty member must complete annually the *Certification of Compliance with Bradley University Conflict of Commitment and Conflict of Interest Policies* and ad hoc disclosures as required in Section H of this policy. Throughout the year, additional disclosure is necessary only when a substantial change in compensated activities may create a conflict of commitment. The faculty member is required to respond fully and in a timely manner to inquiries that may occur as a result of the administrative review process described in Section H.

**B. Compensated Professional/Commercial Activities**

Bradley University encourages faculty members to facilitate the transfer of knowledge gained through academic research to applications that can benefit the general population. Moreover, experience gained by faculty members in the course of compensated professional/commercial activities can enhance their teaching

and scholarship within the University. However, compensated professional/commercial activities, including outside consulting and creative efforts, can create the potential for Conflicts of Commitment.

Compensated professional/commercial activity, including outside consulting and creative endeavors, refers to paid service as a technical or professional advisor or practitioner. Activities for which the faculty member receives extra compensation from the University are considered professional/commercial activities except as specifically allowed in Section A. A conflict exists when involvement in compensated activities adversely affects the faculty member's ability to fully meet University responsibilities. The policy on Intellectual Property and Technology Transfer should also be consulted when entering into agreements for compensated activities.

### **C. Exempted Professional Activities**

The exempted professional activities are certain outside activities that extend and enhance a faculty member's normal institutional responsibilities of teaching, research and/or creative production, and service to public institutions, educational organizations, and professional societies. Faculty members are encouraged to engage in exempted professional activities as long as such activities do not interfere with the faculty member's responsibilities to the University. The following are typical examples of exempted professional activities and serve as a guide for identifying this form of professional activity. Faculty members who are uncertain if an activity is the type that is exempted should seek advice from their department chairperson. Exempted activities should be reported as a part of a faculty member's annual report, but need no prior approval unless the activity represents a potential conflict of commitment.

- Honorarium and travel expenses, on a nonrecurring basis associated with occasional lectures, colloquia, and seminars. .
  - Preparation of monographs, chapters, and editorial services for educational or professional organizations.
  - Preparation of art or other creative works.
  - Public service for which no monetary compensation is received.
  - Peer review of articles and grant proposals.
  - Membership on editorial boards.
  - Service on advisory committees or evaluation panels for government fund agencies, and similar nonprofit foundations, and educational organizations with per diem travel costs and an honorarium often provided.
  - Leadership positions in professional societies.
  - Preparation of textbooks and other pedagogical materials.
  - Delivery, without compensation, of continuing professional education not in conflict with the University.
- Exempted activities are not considered outside consulting and are not considered a part of the forty-day limitation described in Section A.

## **Conflict of Interest Policy**

### **D. Definition of Conflict of Interest and Disclosure Requirements**

Bradley University and its employees are committed to conducting all external and internal professional relationships in a manner that meets the highest standards of integrity and ethics. The University strongly encourages and participates in interaction with both the public and private sectors as an important component of its scholarship, education, and public service activities. The University also recognizes the potential for

conflicts of interest due to the nature and scope of the activities engaged in by the University and its academic employees.

A conflict of interest arises when any faculty member, i.e. full-time, par-time, instructor, administrator holding faculty rank, etc., is in a position to influence either directly or indirectly University business, research, or other decisions in ways that could lead to gain or benefit for the faculty member, the faculty member's family (spouse, domestic partner, children, etc.), or others to the detriment of the University's integrity and its mission. A conflict of interest also exists if faculty members with administrative assignments take actions in that role that adversely affect the professional interests of another faculty member for the advancement of their own professional interests.

The mere existence of a conflict of interest, real or potential, will not necessarily exclude a particular activity because conflicts can span a wide spectrum, from those that are minor and inconsequential to those that have serious consequences and cannot be permitted. The University and its faculty members have ethical and legal obligations to conduct themselves and their University activities in accordance with the highest standards of integrity.

Each faculty member must complete annually the *Certification of Compliance with Bradley University Conflict of Commitment and Conflict of Interest Policies* and ad hoc disclosures as required in Section H of this policy. Throughout the year, additional disclosure is necessary whenever a substantial change in external activities, affiliations or interests occurs or when required by granting agencies. The faculty member is required to respond fully and in a timely manner to inquiries that may occur as a result of the administrative review process described in Section H.

The faculty member must report those activities, organizational affiliations, or business interests that are professional in nature and might reasonably be considered to constitute actual or potential conflicts of interest. These include:

1. consulting or other financial relationships with a sponsor of one's research;
2. a managerial role or significant financial relationship with a company in one's field of research or a company that does business with the University;
3. external activities or business that involve University students or employees;
4. relationships, commitments, or activities on the part of the faculty member or his/her family that might present or reasonably appear to present a conflict of interest with regard to one's University appointment. These relationships may be of a financial, fiduciary, or uncompensated nature.

State and federal agencies have legitimate concerns that any research they sponsor is free of bias due to financial interests of the investigator and institution, and that funds provided be expended as intended. Most governmental agencies have required institutions to assume the responsibility for ensuring that these concerns are addressed. Failure to comply may jeopardize existing or future funding. Accordingly, faculty members must cooperate fully with the University to ensure that the institution can resolve and/or manage potential and actual conflicts of commitment and interest in conformity with regulations of governmental granting agencies.

Monitoring of University agreements regulating conflicts shall ensure conformity with predetermined goals, and shall act to have project expenditures (including travel) reviewed and approved in

accordance with established procedures. Any person involved in negotiating or administering such arrangements has an absolute duty to disclose in writing any actual, apparent, or potential conflict that he/she has in the matter and may not participate further in the process unless approved in writing by the University.

### **E. Allowable Income-Generating Activities**

The following are examples of external income-generating activities that in general would not be considered conflicts of interest. However, these activities should be reported if they are so excessive in terms of time and effort that they may constitute a potential conflict of commitment or interest. This list is not inclusive and is intended to provide guidance.

1. Receiving honoraria, stipends, and/or royalties for published scholarly works and other writing, creative works, lectures, and/or presentations.
2. Participating at professional conferences for the purpose of making scholarly presentations, conducting seminars or workshops.
3. Receiving honoraria for serving as a special reviewer or on a review panel for academic, governmental, or not-for-profit organizations.
4. Receiving royalties under the University's or another academic institution's royalty distribution policies.
5. Preparing books, articles, software and creative works relevant to University duties.
6. Earnings income from passive investments such as interest or dividends, mutual funds, or stocks and bonds.

### **F. Requiring Prior Approval and Potential Management**

The following activities represent examples of potential or actual conflicts of interest. This list is not inclusive and is intended to provide guidance. Final determination of activities will be the responsibility of the Provost. It is recognized that circumstances may require exceptions. Exceptions shall only occur when they are made because they protect the best interests of the University. Exceptions will be reported to the Senate Executive Committee.

1. Using University resources to conduct research that is sponsored by an entity in which the faculty member or his/her family member holds a substantial financial interest.
2. Serving in an executive or managerial capacity or holding significant financial interests in for-profit or not-for-profit entities doing business with the University.
3. Serving on the board of directors or a major advisory committee of an external entity which sponsors the faculty member's research or provides gift funds for the use of the faculty member or his/her department.

4. Utilizing University students or staff in consulting activities, activities supported by gift funds, and/or research sponsored by an entity in which the faculty member has financial interests.
5. Diverting research opportunities from the University to another academic institution, federal laboratory, business, or consulting entity.
6. Directing purchasing opportunities to a family-owned company or an associated entity.
7. While acting in the context of his/her University duties, making professional referrals to a business in which a faculty member or a member of his/her family has a financial interest.
8. Conducting business activities involving compensation to students or staff.

### **G. Confidentiality Requirements**

All parties to the evaluation, management, and approval of conflicts are to make diligent efforts to keep disclosures, remedies, and actions taken for violation of this policy confidential to the extent allowed by law. When required by a granting agency, the Provost will report a conflict to that agency. Failure to satisfactorily resolve or manage a conflict may require that it be divulged. The granting agency will have access to relevant documents as part of an investigation or audit. The granting agency may also stipulate that significant conflicts of interests must be disclosed at each public presentation of research results.

### **H. Policy Administration**

The Provost is the University officer responsible for interpreting and overseeing implementation of and compliance with this Policy. The Provost is expected to ensure that this policy is implemented with reasonable consistency across the University.

In a specific conflict situation, it may be appropriate for the Provost to inquire into a number of factors, including the extent of the time commitment, the extent of financial or other interests in external entities over which the faculty member or his/her family have sufficient influence to be able to affect its general policy or specific decision, or the type and extent of use of University resources. It is incumbent upon the faculty member and the Provost to manage or resolve real or apparent conflicts. Any recommended actions for violations of this policy shall be carefully examined with due regard for the academic freedom and rights of the faculty member and the interests of the University.

Implementation of the policy shall be guided by the following process.

#### *1. Certification of Compliance*

All faculty members must certify to their department chairs on an annual basis their compliance with Bradley University's Conflict of Commitment and Conflict of Interest policies. The mechanism for certifying compliance will be to complete the *Certification of Compliance with Bradley University Conflict of Commitment and Conflict of Interest Policies* included herein and made a part hereof and to attach it to the Faculty Activity Report. The certification of compliance shall be routed Department Chair, Dean, and Provost. The faculty member is required to respond fully and in a timely manner to inquiries that may occur as a result of the administrative review process.

#### *2. Ad Hoc Disclosures*

Bradley University faculty members are also required to complete in a timely manner the *Ad Hoc Conflict of Commitment/Conflict of Interest Disclosure Form* included herein and made a part hereof. “Ad hoc” disclosures are called for whenever a current or prospective relationship creates the reasonable potential for conflicts of interest or commitment.

The *Ad Hoc Conflict of Commitment/Conflict of Interest Disclosure Form* is hereinafter referred to as the- “Ad Hoc Disclosure Form” or the “Form”

### 3. Administrative Review Process

If the chair does not believe that a conflict exists, the chair will fill out and sign the Ad Hoc Disclosure Form. The faculty member will then see the completed Form, fill out his or her portion, and sign it. The chair will then forward it to the dean.

If the chair believes a conflict does exist, the chair will meet with the faculty member to discuss the alleged conflict and its potential resolution. The chair’s record of these discussions, with or without agreement being reached as to the existence of the conflict and/or the remedy, will be recorded on the Ad Hoc Disclosure Form. The faculty member will then see the completed Form and have ten (10) working days to fill out his or her portion, and sign it. The chair will then forward the Form to the dean.

If the dean agrees with the chair’s finding that a conflict does not exist or if the dean believes the chair and the faculty member have resolved the conflict satisfactorily, the dean will fill out and sign the Ad Hoc Disclosure Form. The faculty member will then see the completed Form, fill out his or her portion, and sign it. The dean will then forward it to the Provost

If (1) the dean disagrees with the chair’s finding, (2) the chair and the faculty member failed to reach agreement, or (3) the dean questions the agreement reached, then the dean must provide opportunity for consultation with the faculty member and with the chair. At meetings with the dean dealing with an alleged conflict and its possible resolution, the faculty member may, at his or own discretion, be accompanied by one other faculty member or by the Ombudsman. The accompanying faculty member is a non-participating observer and cannot also be representing the faculty member as attorney/counsel in this matter. The Ombudsman may serve as the observer or, with the consent of all present, may participate. If the faculty member chooses to have an observer or the Ombudsman at a meeting, the faculty member must inform the dean of same at least 24 hours before the scheduled meeting time.

The dean’s record of these discussions, with or without agreement being reached as to the existence of the conflict and/or the remedy, will be recorded on the Ad Hoc Disclosure Form. The faculty member will then see the completed Form and have ten (10) working days to fill out his or her portion, and sign it. The dean then forwards the Form to either the Conflicts Committee or the Provost, as outlined below.

Within that ten (10) day period, the faculty member may appeal the dean’s decision to the Conflicts Committee. If an appeal is made to the Conflicts Committee, the completed Ad Hoc Disclosure Form is sent directly to the Conflicts Committee, instead of to the Provost.

If an appeal is not made, the completed Ad Hoc Disclosure Form is forwarded to the Provost.

Upon receipt of the Ad Hoc Disclosure Form, the Provost will make a determination if a conflict exists. If the Provost agrees with the chair’s and dean’s finding that a conflict does not exist, or if the

Provost believes the issue has been satisfactorily resolved, the Provost will sign the Form and forward copies to faculty member, the dean, and the chair.

If the Provost tentatively determines from the written record alone that a potential conflict exists or the proposed remedy is not satisfactory, the Provost will refer the matter directly to the Conflicts Committee.

#### *4. The Conflicts Committee*

##### Membership

The Conflicts Committee is an Ad-Hoc Committee created to conduct an inquiry into a particular case of alleged conflict of interest or commitment. The Committee consists of one tenured faculty member from each of the five colleges appointed by the Senate Executive Committee and approved by the Senate. Committee members should be unbiased, have appropriate academic or other backgrounds for judging the issues being raised, and have no real or apparent conflicts of interest with the case being investigated. Committee members should not have a close professional or personal affiliation with the faculty member in the given case.]

##### Charge

The charge of the committee is to (1) make a finding of fact regarding the existence of a conflict, (2) recommend a remedy in the case where a conflict exists, and (3) forward its finding of fact and recommended remedy to the Provost, who has ultimate responsibility for deciding the matter. The committee will make every effort to reach an agreement with the faculty member regarding the facts and the remedy, if any. The Committee may request additional, relevant information from the faculty member, the chair, the dean, and others (e.g., Bradley faculty, staff, or students). Those called upon to provide additional information must respond fully and in a timely manner to Committee's requests. The Committee must provide opportunity for the faculty member, department chair, and dean (or their designees) to meet with the committee. Consistent with SECTION E.8, POLICY ON RESEARCH MISCONDUCT, when appearing before the Committee, the faculty member may be accompanied by an advisor and/or counsel at the faculty member's expense; however, the advisor and/or counsel is advisory only and will not be permitted to speak on the faculty member's behalf.

The Conflicts Committee will report its finding of fact, recommendation, and rationale for same to the Provost and to the faculty member.

After receiving the report of the Conflicts Committee, the Provost may provide opportunity for consultation with the faculty member. Within ten (10) working days of receipt of the Committee report, the Provost will deliver his or her final determination in writing to the faculty member, the Conflicts Committee, the dean, and the chair. If the Provost's decision is contrary to the recommendations of the Conflicts Committee, the Provost will provide the Committee with a written rationale for his or her decision.

#### **I. Remedies When Conflicts Exist**

Remedies may include, modifying the activity plan, appointing an oversight panel or person to monitor activities, appointing an impartial person to monitor the use of students, disclosing significant conflicts at presentation of results, abstaining from promotional decisions for staff, removing purchasing decision authority, divesting financial interests, and severing relationships that constitute actual or potential conflicts. The faculty member may apply for a leave of absence with or without pay as a remedy or may negotiate with

the Provost a reduction in commitment to the University. When University resources are involved, appropriate compensation for the University will be determined.

#### **J. Final Appeal**

If the faculty member does not concur with the Provost's determination, the faculty member may, within 30 days of the distribution of that determination, file a written appeal with the President of the University Senate for submission to the appropriate University Senate committee (typically, the Grievance Committee). Either the findings, or remedy, or sanctions, or any combination thereof, may be appealed. An appeal must be restricted to the body of evidence already presented, and the grounds for appeal must be limited to failure to follow appropriate procedures in the review process, or arbitrary and capricious decision-making, or remedies or sanctions not in keeping with the findings. The decision of the President of the University is the final University determination.

No University remedy or sanctions will be imposed before an appeal has run its course; nor will findings be considered final until the appeal process is complete.

**Certification of Compliance with Bradley University  
Conflict of Commitment and Conflict of Interest Policies**

**Name** \_\_\_\_\_ **Title/Rank** \_\_\_\_\_

**College** \_\_\_\_\_ **Department/Unit** \_\_\_\_\_ **Academic Year** \_\_\_\_\_

Exempted from this policy are honoraria, stipends, and/or royalties for: published or presented scholarly works and other writing, creative works, lectures, and/or presentations; serving as a reviewer or on a review panel for academic, governmental, or not-for-profit organizations; preparing books, articles, software and creative works relevant to University duties; or earnings/income from investments in which ownership is managed by a third party such as a mutual fund.

- 1.      Yes\_\_\_ No\_\_\_              Have you engaged, or are you likely to engage, in any income producing activities beyond the 40-day limit as specified in the Bradley University Conflict of Commitment and Conflict of Interest Policies?
  
- 2.      Yes\_\_\_ No\_\_\_              Do you have any conflicts of interest or commitment as specified in the Bradley University Conflict of Commitment and Conflict of Interest Policies, or do you, your spouse, your domestic partner, or your children have any relationships, commitments, or activities (compensated or not) that present or appear to present a conflict of interest or commitment with your employment at Bradley University?

*If you answered **no** to both of these questions, please **sign and date below**. If you answered **yes** to either of the questions above, **please continue**.*

- 3.      Yes\_\_\_ No\_\_\_              Do you, or your spouse, domestic partner or your children have more than 5% or \$50,000 financial interests, excluding mutual funds, in a company or organization that presents or appears to present a conflict of interest with your employment at Bradley University?
  
- 4.      Yes\_\_\_ No\_\_\_              Do you have Non-University income producing activities related to your position as an employee at Bradley University that involve University resources, students, staff, or other faculty?

*If you answered **yes** to any of the **questions above (1-4)**, please **complete the back of this form**\**

In submitting this certification, I affirm that I have read the University’s Policy on Conflict of Commitment and Interest and to the best of my knowledge all information on this form is complete and true. If changes occur in activities during the academic year, I will update this certification.

Faculty Member’s signature \_\_\_\_\_ Date \_\_\_\_\_

I have approved this certification.  
Department Chair’s signature \_\_\_\_\_ Date \_\_\_\_\_

Dean’s signature \_\_\_\_\_ Date \_\_\_\_\_

Provost’s signature \_\_\_\_\_ Date \_\_\_\_\_

\*a copy with signatures to be returned to the employee\*

**Bradley University  
External Activity Report**

<b>Name of Organization or Business</b>	<b>Your Role in the Organization or Business</b>	<b>Your Financial Interests or Ownership in the Organization or Business</b>	<b>Approximate Amount of Time You Spent in this Role the Past Academic Year</b>	<b>Approximate Amount of Time You Estimate You Will Spend in this Role for the Next Academic Year</b>

## Ad Hoc Conflict of Commitment/Conflict of Interest Disclosure

### FACULTY MEMBER'S REPORT

Description of potential Conflict of Commitment or Conflict of Interest (attach additional materials if necessary, reference those materials in this space):

Submitted to Department chair by \_\_\_\_\_, Date: \_\_\_\_\_

### DEPARTMENT CHAIR'S REPORT

Date received by Department Chair \_\_\_\_\_

Upon review of the materials provided and referenced above:

Does a significant Conflict of Interest exist that would require a change in the faculty member's plans or behavior?

No  Yes

Does a significant Conflict of Commitment exist that would require a change in the faculty member's plans or behavior?

No  Yes

If either question was answered "yes," please explain (attach additional materials if necessary, reference those materials in this space):

Was a satisfactory agreement for resolving the conflict(s) reached by you and the faculty member?

Yes  No If yes, describe the resolution. If no, explain. Attach additional materials if necessary, reference those materials in this space:

Signature of Department Chair \_\_\_\_\_, Date: \_\_\_\_\_

\*\*\*\*\*

### RESPONSE BY FACULTY MEMBER

Date Department Chair's Report was received by faculty member \_\_\_\_\_

I concur with the Department Chair's analysis and/or proposed resolution.  Yes  No

If no, explain (attach additional materials if necessary, reference those materials in this space):

Signature of Faculty Member \_\_\_\_\_, Date: \_\_\_\_\_

### DEAN'S REPORT

Date received by Dean \_\_\_\_\_

Upon review of the materials provided and referenced above:

Does a significant Conflict of Interest exist that would require a change in the faculty member's plans or behavior?  No

Yes

Does a significant Conflict of Commitment exist that would require a change in the faculty member's plans or behavior?  No

Yes

If either question was answered "yes," please explain (attach additional materials if necessary, reference those materials in this space):

Was a satisfactory resolution reached by either the Department Chair and the faculty member or by you and the faculty member?  Yes  No

If yes, describe the resolution. If no, explain. Attach additional materials if necessary, reference those materials in this space:

Signature of Dean \_\_\_\_\_, Date: \_\_\_\_\_

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**RESPONSE BY FACULTY MEMBER**

Date Dean's Report was received by faculty member \_\_\_\_\_

I concur with the Dean's analysis and/or proposed resolution. \_\_\_ Yes \_\_\_ No

If no, explain (attach additional materials if necessary, reference those materials in this space):

If no, do you wish to appeal the Dean's decision to the Conflicts Committee? \_\_\_ Yes \_\_\_ No (checking no has the effect of letting the Dean's findings stand without challenge).

If yes is checked, route to Conflicts Committee

If no is checked, route to Provost

Signature of Faculty Member \_\_\_\_\_, Date: \_\_\_\_\_

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**REPORT OF CONFLICTS COMMITTEE**

Date received by Conflicts Committee Chair (or representative) \_\_\_\_\_

Upon review of the materials provided and referenced above, attach a summary and set of recommendations for the Provost.

Date forwarded to the Provost with recommendations \_\_\_\_\_

Signature of Committee Representative \_\_\_\_\_

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**PROVOST'S REVIEW**

I concur with the report of the

Department Chair \_\_\_ Yes \_\_\_ No

Dean \_\_\_ Yes \_\_\_ No

Conflicts Committee (if included) \_\_\_ Yes \_\_\_ No

Is any further action necessary? \_\_\_ No \_\_\_ Yes

If yes, explain:

Signature of Provost \_\_\_\_\_, Date: \_\_\_\_\_

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