

Annual Role and Responsibility (Conflict of Interest) Action Plan

The State of Colorado, The Board of Governors, Colorado State University, and the Federal Government (where Federal Contracts and grants are involved) all have policies that require disclosure concerning an individual's associations with businesses and organizations external to the University. Our method of collecting this information is the Annual Role and Responsibility Survey.

It is the responsibility of each department and unit to ascertain that a current Annual Role and Responsibility Survey is on file in the department or unit by May 15 of each year. This survey should be completed upon initial employment and in conjunction with the annual performance evaluation. A memorandum listing all faculty and administrative professionals in the department and certifying that a current Annual Role and Responsibility Survey is completed and on file should be forwarded to the Provost's Office by May 15. This memorandum should be signed by the Department Chair and reviewed by the Dean. Any missing forms should be noted and an explanation should be given regarding the reason for the missing form and a target date for receipt of the completed form.

For individuals with a potential conflict of interest, a copy of the Annual Role and Responsibility Survey, the Guidelines for Assessment, and the Management Plan should be forwarded to the Office of the Provost/Executive Vice President by May 15.