

## Disclosing Outside Activities to Boston College

University policies require all full-time faculty members to disclose to the University their participation in certain outside activities. Outside activities are broadly defined to include any tasks performed outside of your Boston College responsibilities for organizations other than Boston College.

Report all outside activities that:

- Might be reasonably perceived to be related to your institutional responsibilities (i.e., your professional responsibilities at Boston College, including but not limited to teaching, leadership, professional practice, membership on institutional committees or panels and administrative activities); or
- Relate to Boston College’s educational, research, service or other missions, including the services offered by Boston College; or
- May otherwise present a conflict of interest or conflict of commitment<sup>1</sup>, or the perception of such a conflict, with your duties to Boston College.

The following is a *non-exhaustive* list of examples of common activities and whether they should be disclosed.

### *Should I disclose...*

| <i>Services for For-Profit Entities<br/>(outside of BC responsibilities)</i> |                                    |
|--|------------------------------------|
| Consulting or other professional services                                    | Yes                                |
| Scientific Advisory Board services   | Yes                                |
| Data Safety Monitoring Board services  | Yes                                |
| Laboratory work and/or scholarly research                                    | Yes                                |
| Lectures and speaking engagements  | Yes                                |
| Expert witness services  | Yes                                |
| Expert guest analysis for press, radio or television                         | Yes, <i>if</i> you receive payment |
| Management positions (CEO, CSO, CIO, Treasurer, etc.)                        | Yes                                |
| Managing Member position (LLC)   | Yes                                |
| Board of Directors services  | Yes                                |
| Services for or positions held in University Licensed Start-up Companies     | Yes                                |
| Any position with fiduciary responsibility                                   | Yes                                |
| Any services typical for a company employee                                  | Yes                                |

<sup>1</sup> See the [Faculty Handbook Conflict of Commitment and Conflict of Interest](#) and [Office of Research Integrity](#) for more information about conflicts of interest and commitment.

## *Should I disclose...*

| <b><i>Services to your Professional Academic Community (outside of BC)</i></b>   |   |
|--|---|
| Review of scientific or academic publications  | No  |
| Book reviews, external promotion reviews   | No  |
| Editorial boards for academic or special publications  | No  |
| Editor-in-chief or administrator for professional or academic journal  | Yes   |
| Organizing meetings for U.S. non-profits or societies  | No  |
| Invited lectures or performances at U.S. universities  | No  |
| Service on university dissertation or advisory committees  | No  |
| Service on committees or governing boards of U.S. professional organizations   | No – <i>unless</i> you earn more than \$5,000 |
| Academic work, such as preparation or reviews of books, articles, lectures, works of art or artistic performances expected of you in the normal course of your BC responsibilities | No  |
| Presenting scholarly work at U.S. universities   | No  |
| Lectures and performances at U.S. universities   | No  |
| Lectures at institutes or hospitals affiliated with U.S. universities, including presenting at grand rounds or professional meetings   | No  |

| <b><i>Other Services to Outside Entities (outside of BC responsibilities)</i></b> |                                    |
|---|------------------------------------|
| Consulting or other professional services   | Yes                                |
| Lectures and speaking engagements   | Yes                                |
| Expert guest analysis for press, radio or television                              | Yes, <i>if</i> you receive payment |
| Management positions (CEO, CSO, Treasurer, etc.)                                  | Yes                                |
| Board of Directors services   | Yes                                |
| Any position with fiduciary responsibility  | Yes                                |

## *Should I disclose...*

| <i>Services to U.S. Federal, State or Local Government Agencies<br/>(outside of BC responsibilities)</i>  |     |
|---|-----|
| Services on government advisory groups  | No  |
| NIH Study Section service   | No  |
| Service on FDA advisory panel   | No  |
| Reviews, workshops or advisory work for agencies such as NSF, DOD, DOE, etc.  | No  |
| Other services for the federal government that include developing federal procurement specifications or accessing non-public information that could give BC an unfair competitive advantage when bidding on federal awards. | Yes |

| <i>Services to Non-Commercial Entities outside the U.S.<br/>(outside of BC responsibilities)<br/>This includes foreign universities and governments</i> |     |
|---|-----|
| Advisory services to foreign governments, foreign government agencies, foreign universities, and other foreign non-profit entities                      | Yes |
| Lectures or teaching at foreign universities  | Yes |
| Research collaborations at foreign universities not coordinated by BC's Office of Sponsored Programs  | Yes |
| Joint appointments at foreign universities  | Yes |
| Committee work for foreign governments or foreign universities  | Yes |

| <i>Sponsored and Reimbursed Travel<br/>(paid for by entities other than BC)</i>  |     |
|--|-----|
| Travel to a U.S. professional conference   | Yes |
| Travel to a foreign professional conference  | Yes |
| Travel required to perform consulting or other professional services for the entity  | Yes |
| Travel to foreign universities   | Yes |
| Travel to U.S. universities required to perform services to professional community, such as invited lectures, performances, service on advisory or dissertation committees | No  |

***If you are unsure about whether you should disclose something, err on the side of transparency and report it. When in doubt you should disclose!***