

ADJUNCT PROFESSORS - DO'S AND DON'TS

DO:	DO NOT:
Contact Agency management who has discretion in determining which activities are official and represent the interests and mission of the Agency.	Presume that all activities undertaken with a university are conducted in your official capacity.
Seek prior written approval for outside activities if you are subject to confidential or public financial disclosure reporting requirements.	Conduct outside activities in your personal capacity with a university that may be in conflict with your officially assigned duties.
Serve in an appropriate advisory, liaison, or consultative role to represent your Agency for the official purpose of exchanging comments, views, or opinions regarding those matters in which your Agency has an interest.	Represent or defend a university in matters before the Federal government, such as representing a university as a "university" Principal Investigator on a grant application. Always identify and represent yourself as a federal employee.
Collaborate as appropriate, always representing yourself as a Federal employee on behalf of your Agency.	Participate in your official capacity in university matters that are internal to the administration of the university and not related to the collaborative mission of your Agency.
Seek guidance from your Ethics Advisor regarding impartiality concerns and conflicts of interest. Consider the potential for conflict where an individual might question the impartiality of, or misuse of, your official position.	Take or recommend official action concerning a matter involving a university that is likely to affect your financial interests, the financial interests of a member of your household, or the financial interests of someone with which you have a covered relationship.
	Solicit or accept gifts, compensation, or supplementation of your salary from a university based on your official cooperative efforts with the university.
	Sign any document originating from an outside entity that addresses Intellectual Property or Intellectual Property Rights, including the assignment of Patent Rights, without having the Office of Technology Transfer review the document for conformity with law and ARS policy.