



UT System Administration Policy Library – Policy UTS109

Chancellor and Presidents of the University of Texas System: Financial Disclosure and Conflict of Interest Statement

Responsible Officer: Vice Chancellor for Administration

Sponsoring Office: Office of Administration

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Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

It is the policy of the State of Texas and The University of Texas System that employees may not have a direct or indirect interest, financial or otherwise, in a corporation or business, engage in a professional activity, or incur an obligation of any nature that is in substantial conflict with or might reasonably tend to influence the discharge of the employee's official duties.

RATIONALE

This policy implements the state conflict-of-interest policy by providing a transparent process for disclosing relationships with business entities, corporations, and donors. The information provided in the financial disclosure statement is for the purpose of assuring compliance with state ethics laws and with the Regents' *Rules and Regulations*.

SCOPE

All institutions and UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/uts109.html>

RELATED POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none">• UTS110, Employees of the University of Texas System: Financial Disclosure and Conflict	<ul style="list-style-type: none">• Chapter 572, Government Code (Personal Financial Disclosure, Standards of Conduct, and

<u>of Interest Policy and Statement</u>	<u>Conflicts of Interest</u>
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CONTACTS

If you have any questions about UT System Administration policy UTS 109, *Chancellor and Presidents of the University of Texas System: Financial Disclosure and Conflict of Interest Statement*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
	Office of General Counsel	512-499-4462	<u>http://www.utsystem.edu/ogc</u>
	Office of Administration	512-499-4205	<u>administration@utsystem.edu</u>

DEFINITIONS

Dependent Child

For purposes of this statement, a child is a “dependent child” if the filer provided more than 50 percent of the child’s support during the preceding calendar year, and includes an adopted child or stepchild.

RESPONSIBILITIES

The Chancellor of the U.T. System

- Files this financial disclosure and conflict of interest statement with the Board of Regents for review and signature.

The Board of Regents

- Reviews and signs the financial disclosure statement filed by the Chancellor.

The President of each Institution

- Files this financial disclosure and conflict of interest statement with the appropriate Executive Vice Chancellor.

The Appropriate Executive Vice Chancellor

- Reviews and signs the financial disclosure statement filed by a President and then files the statement with the Chancellor.

Each U.T. System Institution

- Includes this policy in its Handbook of Operating Procedures.

PROCEDURES

WHO IS REQUIRED TO FILE?

The Chancellor of the U.T. System and the President of each institution shall file this financial disclosure and conflict of interest statement.

FILING DEADLINE:

(a) Except as provided by Subsection (b) or (c), this financial disclosure statement must be filed not later than April 30 of each year.

(b) If a filer has timely requested the Texas Ethics Commission to grant an extension of the April 30 filing deadline for filing a personal financial statement with the Ethics Commission, the due date for this statement is the extended due date.

(c) This financial disclosure statement must be filed not later than the 45th day after the filer first assumes the duties of Chancellor or President, as applicable.

PERIOD COVERED:

This financial disclosure statement covers activity for the entire calendar year preceding the year in which this statement is due.

WHERE THE STATEMENT IS FILED:

(a) The President of each institution must file this financial disclosure statement with the appropriate Executive Vice Chancellor. The Executive Vice Chancellor must then review and sign the statement and file it with the Chancellor.

(b) The Chancellor must file this financial disclosure statement with the Board of Regents for review and signature.

INSTRUCTIONS:

This report (see Forms) must be completed either in ink or typewritten. Attach pages of the same size as the form if additional space is needed on any response and identify each response by the part to which it relates.

INCLUSION IN HANDBOOK OF OPERATING PROCEDURES:

Each U.T. System institution shall include this policy in its Handbook of Operating Procedures.

FORMS AND TOOLS/ONLINE PROCESSES

[Financial Disclosure Report Form](#)

APPENDIX

None

Keywords: chancellor, president, financial disclosure, conflict of interest, conflicts of interest, financial disclosures, financial, legal
