

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:056	Supersedes Policy Number: 5:056
Date: September 2, 2008	Dated: January 20, 2006
Subject: Conflict of Interest	Mandatory Review Date: September 2, 2013
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 1:02:03:10
Approved:	President: Signature on File

All Austin Peay State University employees serve a public interest role and thus have a clear obligation to conduct all affairs of the University and the TN Board of Regents in a manner consistent with this concept. All decisions of APSU administrators are based on promoting the best interests of APSU, the TBR System, and the public good.

Austin Peay State University follows the procedures documented in TBR Policy 1:02:03:10 for reporting possible conflict of interest. Employees shall report any activity that constitutes a potential conflict of interest to the division head over the area in which the employee works.

In addition, formal disclosure statements must be filed by the President, and all coaches, assistant coaches and employees of the Athletic Department who are exempt from the provisions of the Fair Labor Standards Act. Employees listed above shall, within one month of initial appointment and annually in January, file a financial disclosure form. This form is prescribed by the Registry of Election Finance for use by State officials under T.C.A. 8-50-501 et seq and is available at the Office of Human Resources. The Human Resource Office will issue financial disclosure forms on a timely basis to employees required to complete them. Completed forms will be filed in the Office of Human Resources after review.