

**College of Arts & Letters**  
**Conflict of Commitment in the Workplace**  
**Management Plan Template**

This form is for use for Conflict of Commitment requests as outlined in the College's Conflict of Commitment Policy. It should be completed by the faculty/academic/support staff member and submitted to their unit chair or director as outlined by that policy. In the case of a dual appointment/assignment, both units must approve of the request.

Management Plans must include the following:

1) **Faculty/academic/support staff information**

- a. Name(s): \_\_\_\_\_
- b. Rank/Title: \_\_\_\_\_
- c. Unit: \_\_\_\_\_

2) **Description** of the external activity. This section should specifically address the professional nature of the activity and how it will enhance the faculty/academic staff member's expertise as a teacher and scholar in their discipline.

- 3) **The Plan.** How the potential conflict of commitment will be managed, so that it isn't a conflict. Description of the external time and effort commitments (including average work hours per month) and how the faculty/academic/support staff assures that their university responsibilities will be met and how any conflict of commitment will be avoided.

I have read and understand the Outside Work for Pay Policy and the Dual Appointment Policy in the MSU Faculty Handbook and agree to abide by these policies and also the terms of the management plan outlined in this document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Dean (or designee): \_\_\_\_\_ Date: \_\_\_\_\_

A signed copy of this Management Plan has been distributed to the relevant parties and placed in the faculty/academic/support staff personnel file.

Next review of this Management Plan will be no later than \_\_\_\_\_ (date), or earlier if the situation changes.

Last edited 4/27/20

*Template adapted from the University of Iowa Conflict of Commitment/Conflict of Interest Management Plan Template*