



Disclosure of Concurrent Employment and Appointment Form

INSTRUCTIONS

Prior to completing this form, please review the [Code of Conduct](#). Only paid concurrent employment or appointments must be reported. If your situation falls under one of the exemptions outlined in [sections 4.15 to 4.19](#) of the Code of Conduct, you do not need to report your concurrent employment or appointment unless the concurrent employment or appointment creates an actual or perceived conflict of interest.

If you are an Employee (including postdoctoral scholars), Appointee (adjunct faculty, clinical appointment, visiting researcher or scholar), Academic Staff Member (including sessionals), or Student Employee, please use the online form by navigating to MyUCalgary > All about me > Employee self serve > Conflicts of Interest. Further information can be found on the Code of Conduct [website](#).

If you are a Senator, please complete PART A and submit this form to the Chancellor.

If you are an Alumni Board Member, please complete PART A and submit this form to the Chair of the Alumni Board.

PART B is to be completed by the Chancellor or Alumni Board Chair.

The information you disclose on this form will be used to assess and review your concurrent employment or appointment and manage any of your actual, potential, or perceived Conflicts of Interest. It will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, please contact foip@ucalgary.ca.

PERSON COMPLETING THIS FORM

Name	
Position	
Phone Number	
Email	
Chancellor or Alumni Board Chair	

PART A – Concurrent Employment or Appointment (with 3rd party)

Employer	
Start Date	
Duration of the Employment/Appointment	
Nature of Work	
Hours of work (per week)	
Type of Remuneration Source	



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ACKNOWLEDGEMENT

I have read the Code of Conduct, and I understand the requirement for reporting my concurrent employment or appointment. The information I have disclosed in this form is accurate to the best of my knowledge. If, at any time following the signing of this Disclosure of Concurrent Employment and Appointment Form, there is any material change to the information I have disclosed in this form regarding my concurrent employment or appointment, I will immediately file another Disclose of Concurrent Employment and Appointment Form.

Signature	
Date	

INSTRUCTIONS
Prior to completing this section, please discuss the impact of the Concurrent Employment or Appointment with the Senator or Alumni Board Member. If the reported Concurrent Employment or Appointment gives rise to an actual, potential, or perceived Conflict of Interest, please follow the procedure for Conflict of Interest .

PART B – Review and Approval	
The Concurrent Employment/Appointment described above:	<p>Does not give rise to an actual or perceived Conflict of Interest and is approved</p> <p>Gives rise to an actual, potential or perceived Conflict of Interest.</p>
Rationale for the decision:	
Date discussed with Senator or Alumni Board Member	

Chancellor or Chair	
Signature	
Date	