



ANNUAL DISCLOSURE of OUTSIDE PROFESSIONAL ACTIVITIES or INTERESTS
FOR TRUSTEES, OFFICERS, FACULTY and STAFF

Reporting Period 1/1/08 to 12/31/08

_____ <i>Name (please print)</i>	_____ <i>Department</i>
_____ <i>Date</i>	_____ <i>Role/Position at the University</i>

It is the policy of Stevens Institute of Technology to address how issues of actual, potential and perceived conflicts of interest and/or commitment involving trustees, officers, faculty and staff members of the University should be identified, disclosed and managed. The questions on the attached form are designed to identify and disclose potential and known conflicts in an effort to properly manage them.

The full text of the Conflicts of Interest Policy (10.3) may be found on the University Provosts website:
http://www.stevens.edu/provost/policies/institutional_governance/conflict_of_interest.html

DEFINITIONS

For the purposes of completing this form certain terms are defined as follows:

Immediate family – Immediate family includes an individual’s parents, siblings, spouse or domestic partner, children, and grand-children. This definition also extends to individuals married to any of the aforementioned groups. (i.e. brother-in-law, daughter in-law, etc.)

Regularly retained consultant – “Regularly” is defined as the individual providing more than one consultation over any three month period, or under contract for consulting for a period of a year or more.

INSTRUCTIONS

- 1) Please complete the following questions to the fullest extent possible.
- 2) Read, sign, and date the Disclosure statement on the last page of this form.
- 3) Submit the form within 14 days to the appropriate designated individual as noted on the last page of this form.
- 4) **Please note:** If any changes to responses provided on this annual disclosure form occur during this next reporting period, this form must be updated and re-submitted at that time.

1. Are you, or a member of your immediate family, an officer, director, trustee, partner, employee or regularly retained consultant of any company, firm or organization that presently has business dealings with the University or which might reasonably be expected to have business dealings with the University in the coming year?

_____Yes _____No If yes:

<u>Company/Organization</u>	<u>Nature of work/ relationship</u>	<u>Compensated (Y/N)</u>	<u>Number of days during reporting period</u>
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Total

2. Do you, or any member of your immediate family, have a financial interest, director or officer position, or an ongoing consulting relationship with any companies or organizations that provide research support to you, or could benefit from your Stevens research?

_____Yes _____No If yes:

<u>Company or Organization</u>	<u>Role in organization</u>	<u>Organization's relationship with Stevens</u>
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3. Are any Stevens students involved with your outside professional activities?

_____Yes _____No If yes:

<u>Name of Student</u>	<u>Nature of Work</u>	<u>Relationship with student</u>
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4. Do you, or any member of your immediate family, have a financial or vested interest, in a company, firm or organization which has business dealings (current or anticipated) with the University, or in which the University has a financial interest. (this excludes investments in publicly traded companies)

_____Yes _____No If yes:

<u>Company or Organization</u>	<u>Nature of interest</u>	<u>Person holding interest</u>
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5. Do you, or any member of your immediate family, have any other interest or role in a firm or organization, where that interest or relationship might reasonably be expected to create a perception, among the public having knowledge of your acts, you engaged in conduct in violation of your trust as a trustee, officer, or staff member?

_____Yes _____No If yes, please provide details below:

<u>Company or Organization</u>	<u>Nature of interest/relationship</u>	<u>Person holding interest</u>
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6. Have you, or any member of your immediate family, accepted gifts, gratuities, lodging, dining, or entertainment from any entities that might reasonably appear to influence your judgment or actions concerning the business of the University?

_____Yes _____No If yes, please provide details below:

Disclosure Statement

I have read Stevens Institute of Technology's Conflict of Interest policy (#10.3) approved by the Board of Trustees on 10/3/2008 and understand that as a (Trustee, Executive, Employee) of Stevens it is my obligation to act in a manner which promotes the best interests of the University and to avoid conflicts of interest when making decisions and taking actions on behalf of the University.

My answers to this disclosure form are correctly stated to the best of my knowledge and belief. Should a possible conflict of interest arise in my responsibilities to the University, I recognize that I have the obligation to notify, based on my position, the appropriate designated individual (Board Chairman, Provost, Department Head), and to abstain from any participation in the matter until the University can determine whether a conflict exists and how that conflict shall be resolved. If any relevant changes occur in my affiliations, duties, or financial circumstances, I recognize that I have a continuing obligation to file an amended Disclosure Form with the appropriate designated office.

I understand that the information on this form is solely for use by the University and is considered confidential information. Release of this information within the University will be on a need-to-know basis only. Release to external parties will be only when required by law and/or federal regulations.

Signature

Date

Form reviewed by:

Signature

Date

Signature

Date

Comments and recommendations of reviewers: (add additional pages as needed)

University Audit Services will follow-up on all recommended actions to resolve potential conflicts of interest.

Trustees and Executives: please submit completed form to:

Chairman of the Board
Lawrence T. Babbio, Jr.
c/o Secretary of the Board of Trustees
Mark Samolewicz
Howe Center - 7th Floor (Office of Human Resources)

Faculty and Staff members: please submit completed form to your department head