

Disclosing Outside Activities to Boston College

University policies require all full-time faculty members to disclose to the University their participation in certain outside activities. Outside activities are broadly defined to include any tasks performed outside of your Boston College responsibilities for organizations other than Boston College.

Report all outside activities that:

- Might be reasonably perceived to be related to your institutional responsibilities (i.e., your professional responsibilities at Boston College, including but not limited to teaching, leadership, professional practice, membership on institutional committees or panels and administrative activities); or
- Relate to Boston College’s educational, research, service or other missions, including the services offered by Boston College; or
- May otherwise present a conflict of interest or conflict of commitment¹, or the perception of such a conflict, with your duties to Boston College.

The following is a *non-exhaustive* list of examples of common activities and whether they should be disclosed.

Should I disclose...

<i>Services for For-Profit Entities (outside of BC responsibilities)</i>	
Consulting or other professional services	Yes
Scientific Advisory Board services	Yes
Data Safety Monitoring Board services	Yes
Laboratory work and/or scholarly research	Yes
Lectures and speaking engagements	Yes
Expert witness services	Yes
Expert guest analysis for press, radio or television	Yes, <i>if</i> you receive payment
Management positions (CEO, CSO, CIO, Treasurer, etc.)	Yes
Managing Member position (LLC)	Yes
Board of Directors services	Yes
Services for or positions held in University Licensed Start-up Companies	Yes
Any position with fiduciary responsibility	Yes
Any services typical for a company employee	Yes

¹ See the [Faculty Handbook Conflict of Commitment and Conflict of Interest](#) and [Office of Research Integrity](#) for more information about conflicts of interest and commitment.

Should I disclose...

<i>Services to your Professional Academic Community (outside of BC)</i>	
Review of scientific or academic publications	No
Book reviews, external promotion reviews	No
Editorial boards for academic or special publications	No
Editor-in-chief or administrator for professional or academic journal	Yes
Organizing meetings for U.S. non-profits or societies	No
Invited lectures or performances at U.S. universities	No
Service on university dissertation or advisory committees	No
Service on committees or governing boards of U.S. professional organizations	No – <i>unless</i> you earn more than \$5,000
Academic work, such as preparation or reviews of books, articles, lectures, works of art or artistic performances expected of you in the normal course of your BC responsibilities	No
Presenting scholarly work at U.S. universities	No
Lectures and performances at U.S. universities	No
Lectures at institutes or hospitals affiliated with U.S. universities, including presenting at grand rounds or professional meetings	No

<i>Other Services to Outside Entities (outside of BC responsibilities)</i>	
Consulting or other professional services	Yes
Lectures and speaking engagements	Yes
Expert guest analysis for press, radio or television	Yes, <i>if</i> you receive payment
Management positions (CEO, CSO, Treasurer, etc.)	Yes
Board of Directors services	Yes
Any position with fiduciary responsibility	Yes

Should I disclose...

<i>Services to U.S. Federal, State or Local Government Agencies (outside of BC responsibilities)</i>	
Services on government advisory groups	No
NIH Study Section service	No
Service on FDA advisory panel	No
Reviews, workshops or advisory work for agencies such as NSF, DOD, DOE, etc.	No
Other services for the federal government that include developing federal procurement specifications or accessing non-public information that could give BC an unfair competitive advantage when bidding on federal awards.	Yes

<i>Services to Non-Commercial Entities outside the U.S. (outside of BC responsibilities) This includes foreign universities and governments</i>	
Advisory services to foreign governments, foreign government agencies, foreign universities, and other foreign non-profit entities	Yes
Lectures or teaching at foreign universities	Yes
Research collaborations at foreign universities not coordinated by BC's Office of Sponsored Programs	Yes
Joint appointments at foreign universities	Yes
Committee work for foreign governments or foreign universities	Yes

<i>Sponsored and Reimbursed Travel (paid for by entities other than BC)</i>	
Travel to a U.S. professional conference	Yes
Travel to a foreign professional conference	Yes
Travel required to perform consulting or other professional services for the entity	Yes
Travel to foreign universities	Yes
Travel to U.S. universities required to perform services to professional community, such as invited lectures, performances, service on advisory or dissertation committees	No

If you are unsure about whether you should disclose something, err on the side of transparency and report it. When in doubt you should disclose!