

TO ALL EMPLOYEES OF DREXEL UNIVERSITY:

It is that time of year when the Trustees of Drexel University require that each of us pause and consider whether we have, or might have, a conflict of interest or commitment and, if we think we might, to report it to our supervisor. Our Policy is on the web, and may be found at <http://www.drexel.edu/policy/Policy.asp?num=417> .

This policy is binding on all employees, but only those who are in a position to influence University policy or procurement must complete, sign and turn in the forms. That includes:

- a. The President and those individuals classified as Senior Management Staff, Dean, Associate Dean, Department Head, Director, Assistant Department Head, Assistant Director, and Administrative Supervisor;
- b. All employees who are in a position to influence or place orders with vendors;
- c. Faculty (with the exception of Adjunct Faculty only);
- d. Researchers; and,
- e. Any other employees for whom disclosure is required by legal, contractual, University Policy or other requirements.

This year, the Senior Vice Presidents are responsible for ensuring compliance with the Policy, and compliance will be confirmed by the University's Auditor. You ought to be receiving forms in the near future, but if you have not, they are available on the web at the above address.

The deadline for the submission of forms is December 31. Please help us meet this deadline. Thank you for your assistance and cooperation.

Carl Oxholm III
General Counsel