

American University

Glossary for Conflict of Time Commitment Disclosure

Board of Directors: This is the governing body of an incorporated firm or other entity. Members of this governing body are typically elected by the subscribers or stockholders of the firm. The functions of the body include the governance of the firm and the protection of the interests of the subscribers or shareholders. This body has ultimate decision-making authority for the firm and sets its overall policies, objectives and direction.

Consultant: A consultant is an individual who possesses special knowledge, expertise or skills and provides that expertise to a client for a fee. Consultants help all sorts of businesses or other organizations find and implement solutions to a wide variety of problems. Consultants are ordinarily hired on an independent contractor basis and typically receive monetary or non-monetary compensation from a client for services rendered.

Credit Bearing: For the purposes of a university, this refers to a course or other instructional format to which a credit or credits are attached which may be applied toward a degree or certificate.

Current Reporting Period: The current academic year for which COTC disclosures are required. Actual time spent and activities are reported for the current academic year.

Designated Reviewer: For purposes of the Conflict of Time Commitment (COTC) disclosure management process, the designated reviewer is the person(s) in the academic unit (either a dean, an associate dean, or another member of the dean's administrative staff) who has been tasked by the dean to provide initial reviews of faculty COTC disclosures, and potentially, to negotiate draft management plans when judged to be necessary.

Fiduciary Role: This refers to a relationship in which one person has a responsibility of care for the assets (e.g., money, property) or rights of another person or organization.

Independent Contractor: A person who contracts to do work for another person or organization according to his or her own processes and methods. The contractor is not subject to another's control except for what is specified in a mutually binding agreement for a specific piece of work. An independent contractor is not an employee but contracts with an employer to perform a specific piece of work. This working relationship is flexible and provides benefits to both parties.

Management Role: One of several functions implemented by a manager in the performance of specific tasks, objectives or operations of a company or other entity, such as managing information or communications, working relations among employees or making and implementing decisions.

Manager: A person who is responsible for the performance of a specific group of tasks, objectives or the operation of a specific division of a company. A manager may have a staff of people who report to him or her.

Next Reporting Period: The academic year for which COTC disclosures are required that is subsequent to the current academic year. Estimated time spent and activities are reported for the future academic year.

Officer: A person appointed by the board of directors of a firm or other entity to manage the day-to-day business of the firm and to carry out the policies designed and approved by the board.

Ownership Role: This refers to the ultimate and exclusive right conferred by a lawful claim or title, and subject to certain restrictions to enjoy, occupy, possess, rent, sell, use, give away, or even destroy an item of property. Ownership may refer to corporeal or non-corporeal entities. Ownership may refer to partial or complete ownership (e.g., a business).

Paid Instructor: A person compensated for teaching an instructional course, typically for an educational institution.

Supervisor: A person in a front-line management position who monitors and regulates employees in their performance of assigned or delegated tasks. A supervisor is typically authorized to recommend and/or effect employee hires, discipline, promotions, sanctions, rewards and other activities associated with employee's conditions of work in the departments supervised by the manager.