COLLEGE OF
Engineering, Architecture
&Technology

Engineering Extension Conflict of Interest	Policies and Procedures CEAT-EE-005 Effective Date: 11/21/25

Scope

1.01 This procedure requires that instructors within the CEAT Engineering Extension (EE) continuing education and training (CE/T) programs of the Center for Local Government Technology (CLGT) and Professional Development (PD) units disclose proprietary interest related to the program content.

Definitions

2.01 Instructor: An instructor is any individual who is involved in the facilitation or delivery of information that results in an increase in learner knowledge and/or skills. NOTE: In cases where the learning experiences or events are being offered solely through electronic media, the instructor is considered to be the instructional designer or the electronic media itself. *Source: IACET Key Terms*

Procedure

3.01 Instructors are required to disclose any propriety interest in products, instruments, or materials that are included in CE/T programs.

3.02 CLGT and PD will include the disclosure in marketing and learning materials related to the CE/T program.

Noncompliance

4.01 Failure to comply with the procedure by obtaining disclosures from instructors and including them in the marketing and learning materials may result in corrective action. Suspected or confirmed instances of non-compliance should be reported to the Directors of CLGT and PD. If necessary, compliance issues should be escalated to the Associate Dean for Engineering Extension.

Date approved by the CEAT Dean and CEAT Executive Council: November 21, 2025

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