

South Dakota State University
Elective Political Office Report Form

The political activities of South Dakota Board of Regents (SDBOR) employees, and the work arrangements employees must make when campaigning or holding Elective Political Office, are dealt with in SDBOR Policies 4.1.7 and 4.9.3. Political activities may not interfere with the employee’s employment responsibilities to the SDBOR. Such interference, or any potential financial conflicts of interest or commitment that campaigning for or holding Office may create, may require an employment adjustment. Offices incompatible with an employee’s SDBOR employment may require an employment adjustment or resignation. The University has adopted University Policy 4:11 and this Form to carry out SDBOR Policy 4.1.7 to assist in determining whether, and to what extent, any work arrangements need to be made.

INSTRUCTIONS

Fill out this form as completely as possible, with the best information you have currently available (approximations are acceptable). If you have not already done so, let your supervisor know that you are submitting this document to the President’s Office. After completing the form, please e-mail the completed form to: sdsu.office.of.president@sdstate.edu and copy your supervisor. The President’s Office, or supervisor, may follow up with you if they have additional questions.

This Form must be submitted prior to the start of your campaign, as required by University Policy 4:11. An updated Form must be submitted if any changes occur that may affect your regularly scheduled working hours or other obligations to the University.

PART 1 - UNIVERSITY EMPLOYMENT:

Name: _____ College or Division: _____
Department or Unit: _____ Phone Number: _____
Work Email Address: _____ Contract Type: _____
(e.g., NFE, CSA, 9-mo./10-mo./12-mo. Faculty, Grad. Asst.)
Official Title: _____ Work Days/Hours: _____

Please list and describe your job duties for the University:

PART 2 – CAMPAIGNING FOR OR HOLDING ELECTIVE POLITICAL OFFICE:

Current Status: Official Office Title: _____
(check one) Campaigning Elected

Office Type: (If Body) Name of Body: _____
(check one) Member of Body Single Officer

Street Address of Office: _____

PART 2.a. – CAMPAIGNING

Election date: _____ Anticipated start of Campaigning: _____

Avg. Weekly Commitment (Hours): _____

Anticipated Days and Hours of Commitment: _____

Interfere w/University Duties?
(check one) Yes No Possibly

Explain your answer:

PART 2.b. – ELECTED TO OFFICE

Appointment Date: _____ Length of Term: _____ Term Limits: _____

Required Meeting Schedule and Times: _____

Avg. Weekly Commitment (Hours): _____

Anticipated Days and Hours of Commitment: _____

Interfere w/University Duties?
(check one) Yes No Possibly

Explain your answer:

Describe any formal connections (e.g., contracts, collaborations, enforcement authority) exercised by or engagement between this Office/Body and the University or SDBOR (if any):

PART 3 – SIGNATURE AND DATE:

By my signature below, I affirm my understanding of University and SDBOR policies applicable to Political Activities and Conflicts of Interest, and I further affirm the above information is correct and complete to the best of my knowledge as of the date entered below. I understand that I have a continuing obligation to notify the University of any changes to the above information.

Employee Signature: _____

Date: _____

RESPONSE OR RECOMMENDATION FROM SUPERVISOR:

Supervisor Signature: _____

Date: _____

Dean/Director/VP Signature: _____

Date: _____

Office Use Only – Date Received: _____