

COLORADO STATE UNIVERSITY SYSTEM

Policy and Procedures Manual

SUBJECT: GOVERNANCE

Policy 116: CSUS Board Policy on Seeking Public Office

The Board recognizes the value of public service by faculty and staff and encourages those with the interest and dedication to public service to seek elective or appointed public office. However, faculty and staff seeking public office must respect the state rules that prohibit the use of state resources for personal benefit of any kind, including compensated time and campaign or other expenses, and adhere to established procedures to avoid conflicts of interest and other ethical issues.

Procedures:

- A. The person considering a campaign for elective public office must consult the appropriate Chair, Dean, Provost, President or Board (in the case of Presidents) to:
 - Resign or seek approval for a full or partial unpaid leave of absence, depending on the circumstances and assuring the fulfillment of the employee's responsibilities and assignments.
 - Identify and provide plans 1) to manage any real or potential conflict(s) of interest; 2) to avoid the improper use of institutional resources for the duration of the campaign effort; 3) to cover work related duties while performing in their public office.
 - Consult the CSUS General Counsel and make all required disclosures under the CSUS Policy on Conflict of Interest.
- B. If elected, or appointed, to a public office, the employee must resign or secure a full or partial unpaid leave of absence, depending on the time requirements of the office for the duration of the term; and take all the required steps to assure the fulfillment of assigned responsibilities and prevent and/or manage any resultant conflict(s) of interest.
- C. The employee must also inform the appropriate office upon the termination of their public service.