

April 10, 2023

**TO:** Faculty and Staff

**FROM:** Jennifer Anderson, Director of the Office of Policy Administration

**SUBJECT:** Consultants Who Must File Annual Statements of Substantial Interests (SSI)

Each March, the University is required to send to the Kansas Governmental Ethics Commission a list of employees who must file Statements of Substantial Interests (SSI) with the Secretary of State. State law requires that certain state officials and employees (“designees”) with specific kinds of responsibilities must file SSIs. In addition, the University is required to include on its annual list faculty members (other than adjunct faculty) who receive an annual salary of $150,000 or more.

In addition to the University policy that requires faculty members and employees to obtain permission to consult, the state ethics law also requires that any KU faculty member or other employee must file an SSI if he or she consults for an individual or entity and then, on behalf of or for the benefit of the person for whom the consulting was provided, lobbies, testifies, promotes or opposes action or nonaction on any issue, including expenditure of public funds, by any federal or state agency or political subdivision. This may include activities such as testifying before a city commission or even writing a letter to the editor if that letter favors individuals or entities that have employed your services.

Many of those who provide consulting services already are likely to be on the list that has been submitted to the Governmental Ethics Commission because of their University duties and, for some faculty, because they receive $150,000 or more in salary. However, if you are a faculty or staff member affected by the consulting portion of this law and you do not receive information about filing the SSI, please complete the form at <https://sos.ks.gov/lobbyist-legislative/lobbyist-legislative.html>.

Definitions, guides, and related information prepared by the Governmental Ethics Commission are available at <https://sos.ks.gov/elections/elections.html>; additional information that is more specifically tailored to University filers [is at http://policy.ku.edu/provost/substantial-int](http://policy.ku.edu/provost/substantial-interest)erest.

If you undertake covered consulting activities at a future date and you are not otherwise required to complete the SSI, complete and submit the SSI form at the same time you file your usual request for University approval of consulting activities. Forms for internal approval of consulting activities by faculty/academic staff and by unclassified professional staff are available in the relevant “Personnel” section of the Policy Library, <http://www.policy.ku.edu/category/personnel>.

The relevant Kansas Statutes (46-247 through 46-252 and 46-282 through 46-285) are available by going to this link, <http://www.kslegislature.org/li/b2023_24/statute/046_000_0000_chapter/046_002_0000_article/> and keying in the statute number.