

2025 Statement of Economic Interests – Baseline Guidance

UVA is required by the [State and Local Government Conflict of Interests Act](#) and the [Governor’s Executive Order #18](#) to identify “positions of trust”, defined as roles with “substantive authorization and decision-making” in certain areas. The University has categorized positions of trust based on four broad categories: title, reporting relationship, department, and individual obligations. All public employees serving in these roles are required to file the Statement of Economic Interests (SOEI) disclosure form and to complete Conflict of Interest Training.

POSITIONS OF TRUST BASED ON TITLE

- President
- Executive Vice Presidents, Senior Vice Presidents, Vice Presidents
- Medical Center Chief Executive Officer
- Academic Deans of the twelve University Schools, Dean of Libraries, Dean & CEO of UVA Northern Virginia, Dean of Admission (Associate Vice Provost for Enrollment and Undergraduate Admission)

POSITIONS OF TRUST BASED ON REPORTING RELATIONSHIP

- Direct Reports of: [President](#), [Executive Vice President & Provost](#), [Executive Vice President & Chief Operating Officer](#), Executive Vice President for Health Affairs, Medical Center CEO, [Senior Vice President for Operations & State Government Relations](#), Vice President & Chief Financial Officer

POSITIONS OF TRUST BASED ON DEPARTMENT (AS DETERMINED BY DEPARTMENT LEADERSHIP)

- UVA Health – designated leadership (Chiefs and other senior leaders)
- Finance – designated senior-level positions with responsibility over University-wide financial matters
- Procurement & Supplier Diversity Services – Buyers and Procurement Professionals (i.e., designated individuals who are responsible for compliance with state procurement rules)
- Medical Center – Finance Managers, Procurement Professionals
- Capital Program – University Architect, University Building Official, Capital Outlay Professionals at the Director level, and Contract Administration Services staff
- Office of Sponsored Programs – designated staff (e.g., Senior Contract Negotiators, Senior Grants & Contracts Administrators, et al.)
- Office of Audit and Compliance – senior management and designated staff
- Government Relations – executive directors and designated staff of federal or state government relations
- Research Security – Chief Research Security Officer and designated staff overseeing research investigations
- Information Security – Chief Information Security Officer and designated staff overseeing information security investigations
- University Police Department – Officers (Lieutenants and above) and designated investigative staff

POSITIONS OF TRUST BASED ON INDIVIDUAL RESPONSIBILITIES OR OBLIGATIONS

- Signatory Authority – individuals with delegated signatory authority over contracts (on behalf of the Rector and Visitors) with outside entities – as determined by the Office of Compliance
- Retirement Administrative Committee
- Research Conflicts of Interest – investigators with a research-related financial conflict of interest – as determined by the Office of the Vice President for Research
- Financial Conflicts of Interest – faculty and staff with a financial conflict of interest related to firms contracting with UVA – as determined by UVA Finance

*For all areas, exclude the following (unless otherwise determined by the University to be positions of trust):

- interim appointments (except those expected to exceed 12 months)
- administrative and support roles (except those with substantive authorization and decision-making)
- honorary reporting roles (e.g., emeritus faculty)
- non-UVA employees (e.g., University-Associated Organizations)