



September 10, 2007

MEMORANDUM

To: Vice Presidents, Deans, Directors, Department Chairs,  
and Office of the President

From: Anne E. Rowe  
Dean of the Faculties and Deputy Provost

Re: Outside Activity/Employment Reports

Each October you must certify to the Office of the Dean of the Faculties and Deputy Provost that, to the best of your knowledge, all employees within your unit are in compliance with the University outside activity/employment policy for the current year (see Sections 7.47.2, 7.47.3, and 7.48 of Faculty Handbook). This certification should be submitted to my office no later than **October 31**. This memorandum is available on the Dean of the Faculties website at <http://dof.fsu.edu/> under General Faculty Information, then University Policies.

This compliance certification process involves three documents:

- 1) your certification statement for 2007/2008 certifying that all employees in your unit are in compliance,
- 2) one employee confirmation statement per employee that indicates whether or not each person is, or plans to be, involved in outside activities during the 2007/2008 year (see attached example), and
- 3) a Florida State University Faculty Outside Activity Statement form (FSU Form FOA 802; revised July 1, 2006) for each faculty member who will be involved in outside activity this year or the Florida State University Statement Concerning Outside Employment for A&P and USPS Employees form for each non-faculty employee who will be involved in outside activity.

If your unit is organized into subunits, such as departments, centers, offices, etc., you should collect certifications from your subunits and attach them to your certification that is submitted to the Office of the Dean of the Faculties.

Please do not send the employee certification statement described in (2) above to the Dean of the Faculties Office. Keep them in a single auditable file in your area as documentation supporting your compliance certification.

In addition to the employee confirmation statement explained above, all employees who will be involved in outside activities during 2007/2008 must complete, or must already have

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on file, an outside activity statement form for 2007/2008. Faculty can download the Florida State University Faculty Outside Activity Statement form (FSU Form FOA 802) at <http://dof.fsu.edu/forms.htm>, and A&P and staff can download the Florida State University Statement Concerning Outside Employment for A&P and USPS Employees form at [http://hr.fsu.edu/Index.cfm?page=Forms\\_Employees&emp=1&topic=employment](http://hr.fsu.edu/Index.cfm?page=Forms_Employees&emp=1&topic=employment). **The originals of the faculty forms (FOA 802) must be submitted to my office for the permanent files, and the non-faculty forms must be submitted to Human Resources.** Although compliance with the policy is certified once a year, the requirement to complete and submit the form prior to engaging in the outside activity/employment applies throughout the year.

I want to remind you that the Florida conflict of interest statute (Chapter 112.313, F.S., see also Section 7.47.2.II of Faculty Handbook) prohibits employees from doing business with their own public employer. Such a conflict may occur when employees, as part of their outside activities, have contractual relationships with companies doing business with the University. Thank you for ensuring that your employees whose activities might lead to such situations are fully aware of the provisions of the statute. Please direct any questions regarding the possible existence of a conflict of interest to my office.

Attachment

cc: Ms. Joyce Ingram  
Mr. David P. Coury  
Ms. Linda Gross