



FLORIDA STATE UNIVERSITY  
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

August 24, 2015

MEMORANDUM

To: Deans, Directors, and Department Chairs

From: Janet Kistner   
Interim Vice President for Faculty Development and Advancement

Subject: Faculty Outside Activity Statement for the Fiscal Year

Each October, all faculty members must report any outside activity/employment for the current year (see the *Faculty Handbook*, Section 4, under *Outside Activity/Conflict of Interest* at <http://facultyhandbook.fsu.edu/Section-4-Faculty-Employment-Policies>).

Any faculty member who plans to engage in outside activity or employment must complete the *Florida State University Faculty Outside Activity Statement* (located at our website at <http://fda.fsu.edu/General-Faculty-Information> under *University Policies*) and obtain the appropriate approvals prior to the activity or employment. Approval of outside activity must involve determining whether an outside activity interferes with the performance of a faculty member's assigned duties. The original form must be submitted to my office by Friday, November 6, 2015 for the faculty member's permanent file once the appropriate approvals are obtained. Although this request is made only once a year, the requirement to complete and submit a Faculty Outside Activity Statement prior to engaging in any outside activity or employment applies throughout the year, and the form is always available on our website.

I also want to remind you that Florida Statutes (Chapter 112.313, F.S.) 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 are fully aware of the provisions of this Statute and Florida State University policy. Please direct any questions regarding the possible existence of a conflict of interest to my office.

cc: Interim Provost Sally McRorie  
Vice Presidents