



FLORIDA STATE UNIVERSITY  
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

MEMORANDUM

To: Deans, Directors, and Department Chairs  
  
From: Janet Kistner  
Vice President for Faculty Development and Advancement  
Date: August 23, 2018  
Subject: Faculty Outside Activity for the 2018-2019 Academic Year  
Deadline: Friday, October 19, 2018

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>).

Faculty members who plan to engage in outside activity must complete and submit the *Florida State University Faculty Outside Activity Statement* form (FSU Form FOA 802) for approval by the chair/supervisor and dean/director/vice president each year and before any new outside activity begins. By Friday, October 19, 2018, the dean/director must submit this form to the Office of Faculty Development and Advancement after all necessary approvals have been received. This form is located on our website at <http://fda.fsu.edu/Faculty-Employment/Appointments>.

Approval of outside activity must involve determining whether an outside activity interferes with the performance of a faculty member's assigned duties. Although this request is made by my office 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 Chapter 112.313 of Florida Statutes 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 faculty members 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: Provost Sally McRorie  
Vice Presidents  
Associate Vice President Renisha Gibbs