

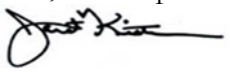


FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

August 28, 2017

MEMORANDUM

To: Deans, Directors, and Department Chairs

From: Janet Kistner 
Vice President for Faculty Development and Advancement

Subject: Faculty Outside Activity for the Fiscal Year 2017-2018

Deadline: Friday, October 20, 2017

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 20, 2017, 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 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 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
Renisha Gibbs, Associate Vice President