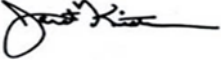




FLORIDA STATE UNIVERSITY  
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

MEMORANDUM

To: Deans, Directors, and Department Chairs

From: Janet Kistner   
Vice President for Faculty Development and Advancement

Date: September 5, 2019

Subject: Faculty Outside Activity for the 2019-2020 Academic Year

Deadline: Friday, October 18, 2019

At the beginning of each academic year, faculty members shall review Article 19.4, FSU BOT-UFF Collective Bargaining Agreement ([https://hr.fsu.edu/?page=elr/collective\\_bargaining/collective\\_bargaining\\_uff\\_fsus](https://hr.fsu.edu/?page=elr/collective_bargaining/collective_bargaining_uff_fsus)), and determine whether they are required to report a new outside activity. Not filing a report of outside activity indicates that the faculty member has no conflict of interest or compensated outside activity. (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. The dean/director must submit the forms to the Office of Faculty Development and Advancement after all necessary approvals have been received by Friday, October 18, 2019. Department chairs and deans will be notified annually to collect these forms from faculty members, and both forms are available on the FDA website year-round (<http://fda.fsu.edu/>).

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 regarding faculty to my office.

cc: Provost Sally McRorie  
Vice Presidents  
Associate Vice President Renisha Gibbs