

**FLORIDA STATE UNIVERSITY
FACULTY OUTSIDE ACTIVITY STATEMENT**

I certify that the activity listed below is accurate and truthful and that the activity described below will not interfere with my assigned duties or my professional and institutional responsibilities during the 2020-2021 academic year. Furthermore, it will not involve a conflict of interest with any government-sponsored research with which I am associated and will not involve misuse of my official connection with Florida State University. I understand that a new form must be submitted for each outside activity at the beginning of each academic year and prior to engaging in a new outside activity.

Name of Faculty Member: _____ Empl ID: _____

Department/College: _____

Name of proposed employer or recipient of services: _____

Location where activity will be performed: _____

Funding source: _____

Nature and extent of proposed activity: _____

Date employment begins: _____ Date employment ends: _____

Approximate time commitment (hours per month) and absence(s) from campus: _____

Will there be any use of university equipment, supplies, personnel, or space in the outside employment?

Yes _____ No _____. **If “yes,” a specific written agreement must be attached to this statement.**

Do you, your spouse, or child have an interest in and/or an employment or contractual relationship with a business entity that is or might be doing business with the state university system or any of its institutions?

Yes _____ No _____. If “yes,” complete the *Business Relationships* section below.

Business Relationships: Provide name of business entity and name(s) of family member(s), indicating relationship to you and to business entity. _____

Name of Business: _____

Name(s) of Family Member(s) and Relationships: _____

Signature of Faculty Member Date

Approved:

Approved:

Chair/Supervisor Date

Dean/Director Date

Final Approval:

Vice President for Faculty Development and Advancement Date

☐ Approve ☐ Disapprove

After all approvals are received, the original must be submitted to the Office of Faculty Development and Advancement. A copy should be maintained in the departmental personnel file.

FLORIDA STATE UNIVERSITY OUTSIDE ACTIVITY AND CONFLICT OF INTEREST

Definitions:

“Outside activity” is defined as private practice, private consulting, additional teaching or research, or other professional activity, compensated or uncompensated, which is not part of the faculty member’s assigned duties and for which the university has provided no compensation.

“Conflict of interest” is defined as any conflict between the private interests of the faculty member and the public interests of the university, or the State of Florida, including conflicts of interest specified under Florida Statutes, or any activity which interferes with the full performance of the faculty member’s professional or institutional responsibilities or obligations. Conflicts of interest, including those arising from University or outside activities, are prohibited.

Procedures:

Florida State University encourages University faculty and academic staff to undertake outside activities, subject to the conditions stated in this policy on outside activity, that will increase the employee’s professional reputation and service to the community. If an outside activity is undertaken, the faculty member or academic staff must take reasonable precautions to ensure that the outside employer or other recipient of services understands that the faculty member or academic staff is engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of the University.

A faculty member must not engage in any outside activity which the employee may reasonably conclude may create a conflict of interest or which may interfere with the full performance of the faculty member’s academic responsibilities in the classroom and in non-classroom administrative, research, and advising obligations.

Before assuming or continuing any outside activity, this form (FSU Form FOA 802) must be completed and approved by the chair/supervisor and dean/director. After all necessary approvals have been received, this form must be submitted by the dean/director to the Office of Faculty Development and Advancement. Colleges/Departments should retain a copy in personnel files.

Activities that intermittently recur during an academic year: It is not necessary for employees whose activities are in the nature of offering services, such as private consulting or expert witness appearances, on an intermittent or recurring basis to a variety of individual clients throughout the year to submit a separate form for each occurrence. Instead, a single form giving general information about the nature of the activity may be submitted at the beginning of the academic year. For example, NAME OF PROPOSED EMPLOYER might be listed as “Florida Legal Firms,” LOCATION listed as “Appropriate to Activity,” FUNDING SOURCE listed as “Client Fees,” and EMPLOYMENT DATES indicated to encompass the entire academic year.

Activities that continue into the next academic year: If the outside activity extends from one academic year through another, a new outside activity statement must be submitted for each additional academic year involved.