



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Office of the Chancellor

William O. McCoy
Interim Chancellor

July 14, 2000

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MEMORANDUM

TO: Deans, Directors, and Department Chairs
All Faculty and EPA Non Faculty Employees
Human Resource Facilitators

FROM: William O. McCoy

SUBJECT: External Professional Activities

As we begin a new fiscal year, I am taking this opportunity to remind you of the necessity, if you engage in external professional activities for pay, of properly completing and filing with your department chair your "Notices of Intent to Engage in External Professional Activities for Pay." These forms must be filed at least 10 days before you plan to begin the activity, and the activity must be approved by the University before you begin.

I also want to remind you that the form for requesting permission to engage in external professional activities for pay consists of two full pages. The first page is concerned only with activities that will take place during fiscal year 2000-2001. The second full page calls for each employee to list his or her external professional activities during the last fiscal year preceding the filing of the form (1999-2000). Please be sure that each "Notice of Intent" filed includes this second page, listing external activities for the preceding fiscal year (1999-2000). I know this is a confusing request, but this is what the Board of Governors has specified.

With respect to external professional activities that exceed one year in duration, the Board of Governors' Policy provides that administrative approval may be granted for each activity for no more than the balance of the fiscal year. Thus it is necessary for new forms to be submitted as of July 1 if you had external activities in 1999 that extend beyond July 1 of 2000.

Also, please be reminded that University facilities, including offices, should not be used as addresses for external professional activity.

We have received several inquiries from departments and from individuals concerning the practice engaged in by some faculty and EPA non-faculty employees of donating their consulting fees to the University. These questions relate principally to the deductibility for tax purposes of such gifts by the University employee and to the proper accounting for such gifts within the University. The matter may further be complicated if the gift is deposited into a trust fund over which the individual has expenditure authorization. The memorandum dated July 6, 1998, to all faculty and EPA non faculty employees from then-Vice Chancellor for Finance and Administration, Dr. Jim Ramsey, addresses these questions, and extra copies can be obtained from the office of Business and Finance by calling 962-3798.

Questions about compliance with the Policy should be directed to Ms. Susan Ehringhaus at 962-1219 or susan_ehringhaus@unc.edu, or to David Parker at 962-5918 or david_m_parker@unc.edu.



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