



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

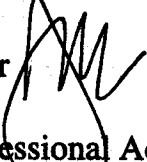
James C. Moeser
Chancellor

July 16, 2001

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MEMORANDUM

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

FROM: James Moeser 

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 pages and an additional continuation sheet. The first page is concerned only with activities that will take place during fiscal year 2001-2002; the remaining pages call for each employee to list his or her external professional activities during the last fiscal year preceding the filing of the form (2000-2001). Please be sure that each "Notice of Intent" filed includes this page listing external activities for the preceding fiscal year (2000-2001). I know this is a confusing requirement, 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 2000 that extend beyond July 1 of 2001.

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.

Please note that this Policy on External Professional Activities for Pay relates to what are commonly referred to as conflicts of commitment, that is, instances where time devoted to outside activities may interfere with the performance of one's University responsibilities. It is different from the Policy on Conflicts of Interest and Commitment that relates to outside financial interests as potential sources of conflict with University responsibilities.

Also please note that compliance with this Policy does not relieve a member of the faculty or an EPA non faculty employee from the responsibility to submit a Conflicts of Interest form at the appropriate time. Annual Conflicts of Interest forms are sent to faculty and EPA non faculty employees in September, and they are to be completed and filed by October 1.