



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

William O. McCoy  
Interim Chancellor

June 1, 2000

103 South Building  
Campus Box 9100  
Chapel Hill, NC 27599-9100  
(919) 962-1365 Fax (919) 962-1644  
william\_mccoy@unc.edu

**MEMORANDUM**

TO: Deans, Directors, and Department Chairs

FROM: William O. McCoy

A handwritten signature in black ink, appearing to read "W O McCoy", written over the printed name.

SUBJECT: External Professional Activities

Please be reminded that you should submit to the Chancellor's Office, through regular administrative channels, all forms pursuant to the Board of Governors' Policy on External Professional Activities that have been filed with you since July 1, 1999. We need the forms themselves rather than a report based on the forms. If no forms have been submitted to you, please send a statement to that effect.

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 took place during fiscal year 1999-2000. The second full page calls for each employee to list his or her external professional activities during the last fiscal year preceding the fiscal year in which the form is being filed (1998-99). Please be sure that each "Notice of Intent" filed between July 1, 1999 and June 30, 2000 includes this second page, listing external activities for the preceding fiscal year (1998-99). 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 current fiscal year. Thus it is necessary for new forms to be submitted by those employees whose activities in 1999-2000 extend beyond July 1 of 2000.

Please submit your response through administrative channels by July 15, 2000, and thank you for your help. Please direct any questions to Ms. Ehringhaus (2-1219) or to the Office of the Provost (2-2198).