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


James C. Moeser
Chancellor

June 1, 2001

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MEMORANDUM

TO: Deans, Directors, and Department Chairs
Human Resource Facilitators

FROM: James Moeser 

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, 2000. 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 pages and an additional continuation sheet. The first page is concerned only with activities that took place during fiscal year 2000-2001; the remaining pages call 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 (1999-2000). Please be sure that each "Notice of Intent" filed between July 1, 2000, and June 30, 2001, includes this listing of external activities for the preceding fiscal year (1999-2000). 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 2000-2001 extend beyond July 1 of 2001.

Please submit your response through administrative channels by July 15, 2001, and thank you for your help. Please direct any questions to Susan Ehringhaus, Vice Chancellor and General Counsel, at 962-1219.