

**UNIVERSITY OF SOUTH FLORIDA
REPORT OF OUTSIDE ACTIVITY**

Employee's Name		Employee's Title Professor / Associate Dean of Research		
Employee's Department				
Employee Type: <input type="checkbox"/> Faculty (12 month) <input type="checkbox"/> Faculty (9 month) <input type="checkbox"/> A&P <input type="checkbox"/> USPS				FTE <input style="width: 50px;" type="text"/>
Name of Employer or Recipient of Services:		Location of Proposed Employment or Activity:		Funding Source, if compensated:
Anticipated Dates of Activity from <input style="width: 50px;" type="text"/> to <input style="width: 50px;" type="text"/>		Number of Days/wk <input style="width: 50px;" type="text"/>		Avg Number of Hrs/Wk <input style="width: 50px;" type="text"/>
Nature and Extent of Activity:				
During the course of this activity, do you intent to use the facilities, equipment, or services of the University? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please specify:				
Must you waive patent rights as a condition of this outside activity? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, prior approval by the USF Vice President for Research is required.				
Signature of Vice President for Research		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Date
Does this activity include employment with another state agency? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, dual compensation approval must be obtained prior to beginning employment.				
Have you previously filed report(s) of outside activity for the same academic year: <input type="checkbox"/> yes <input type="checkbox"/> no (Note: A new request must be filed each July 1 if period of activity is in excess of one fiscal year.) If yes, what is the total number of hours of outside activities? <input style="width: 100px;" type="text"/>				
I certify that the outside activity reported herein does not constitute a conflict of interest and will not interfere with my regular employment at the University of South Florida.				
Employee's Signature			Date Received by Chair/Supervisor:	
Reviewer	Reviewer's Signature	Report Accepted	Report for Accepted/ Conference Requested	Date
Chair/Supervisor				
Dean/Director				
Provost/Vice President or Designee				
Date of Conference, if necessary		Result of Conference: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Distribution: Original to Provost/Vice President; copies to Human Resources, College/Division, and Employee				

Report of Outside Activity

OUTSIDE ACTIVITY means "any private practice, private consulting, additional teaching or research or other activity, compensated or uncompensated, which is not part of the employee's assigned duties for which the University has provided no compensation." The Florida Board of Education (FBOE) and the University do not intend to discourage an employee for engaging in outside activity in order to increase professional reputation, service to the community, or income. However, notification and an opportunity to discuss are necessary due to the special obligations and responsibilities of public employees bound by the State of Florida Code of Ethics and dual compensation regulations, in addition to the responsibility for full and competent performance of all duties pertinent to University employment.

YOU MUST SUBMIT THE ATTACHED REPORT OF OUTSIDE ACTIVITY FORM IF, DURING A PERIOD IN WHICH YOU HAVE AN APPOINTMENT WITH THE STATE UNIVERSITY SYSTEM:

- You propose to engage in any compensated or professional outside activity within the above definition or outside activity, AND/OR
- You propose to engage in any outside activity, compensated or uncompensated, which you should reasonably conclude
 1. May create or reasonable appear to create a conflict of interest, OR
 2. May otherwise interfere or reasonably appear to interfere with the full performance of your professional responsibilities or other institutional obligations.

IN ADDITION, YOU MUST:

- Submit the report to your supervisor prior to engaging in the subject activity;
- Refrain from using facilities, equipment, supplies, services or staff of the University in connection with such outside activities without prior approval of the Vice president, which may be conditional upon reimbursement;
- Take reasonable precautions to ensure that the outside employer or recipient of your services understands that you are engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of the University.

COMPLETING AND PROCESSING THE REPORT OF OUTSIDE ACTIVITY FORM

- Fill in all blanks. If not applicable to your report, mark N/A.
- Make sure that the writing or typing is legible.
- Your Chair/Supervisor will review and forward the form. At any level or review a conference may be requested in the event that it appears that this activity may interfere with your obligations and responsibilities or create a conflict or interest.
- If the matter is not previously resolved, the Vice President shall determine whether the outside activity creates a conflict of interest or otherwise interferes with your professional or institutional responsibilities. You shall be notified of the University's determination no later than three weeks from the date the matter was referred to the Vice President.
- If you desire to challenge the University's determination and are covered by the collective bargaining agreement, you may request an expedited arbitration hearing under Article 20, Grievance Procedure. Out-of-unit faculty and A&P employees may seek remedy through the USF Grievance Procedure.
- You may engage in such outside activity pending the decision of the arbitrator or hearing officer. If the arbitrator or hearing officer determines that there is a conflict of interest or other interference with your professional or institutional responsibilities, you shall cease such activity immediately and turn over to the University any compensation earned.

Frequently Asked Questions

Q1. Why is the Outside Activity Report required?

A1. The conflict of interest policies are dictated by Florida state statute Chapter 112. Particularly relevant is section 112.313, "Standards of Conduct for Public Officers, Employees of Agencies, and Local Government Attorneys." (Other sections supplement this main statement, especially 112.3149.) USF Regulation USF10.107 spells out how the university intends to assure compliance with Chapter 112.

For reference:

http://www.flsenate.gov/STATUTES/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0112/SEC313.HTM&Title=->2008->Ch0112->Section%20313#0112.313

Q2. What type of activities do I have to report?

A2. There are some seemingly gray areas, but the USF General Counsel's office will confirm the following: All professional activities, compensated or uncompensated, should be reported so that it can be determined whether there exists a conflict of interest or commitment.

Q3. Does serving on a panel review (e.g. NSF) require a report?

A3. If serving on a panel such as NSF is explicitly listed as an assigned duty it would not have to be reported as an outside activity. But, a mechanism must be provided to evaluate the person's performance in that assigned duty. If it is simply included as a service activity, an outside report form should be completed.

Q4. Does it matter what type of payment or compensation is received?

A4. It is strongly recommended that an outside activity report be filed if ANY form of payment is received, even if it is listed as an assigned duty. Often, honorariums are provided that are sometimes in excess (usually, only slightly!) of incurred expenses. Still, it is considered payment and should most definitely be reported. A key indicator is that the individual will probably receive a Form 1099 for IRS purposes. However, even with straight reimbursement, it must be determined that no conflict of commitment exists.

Q5. How do I balance the time delay needed for approval, with the need to respond in a timely manner to outside requests (e.g. serving on a panel)?

A5. An outside activity form can typically be completed in 5 minutes or so and passed along to the chair. One could certainly accept in advance an invitation from an agency to participate; only in the most extraordinary of circumstances would a conflict of interest be detected. If that rare event did emerge, you could cancel.

Q6. Do I need to report active participation in professional societies?

A6. Active participation in professional societies should be reported given the focus on conflicts of interest and time commitment, as well as any use of university materials. Reports must be filed on a yearly basis. Currently, "yearly" is defined as July 1 – June 30 (fiscal year).

Q7. I don't expect a problem...should I bother to fill out a report?

A7. If you fill out the form, provide full disclosure, and have it properly processed and approved, you are in an advantageous position should questions ever be raised about the activity. In short, you engaged in the activity under the auspices of official approval to do so. So, "when in doubt, fill it out!"

Q8. I am an Academic Program Specialist – do I need to fill out these reports?

A8. Please see A7.

Q9. I am a Visiting Professor – do I need to fill out these reports?

A9. Please see A7.

