

March 17, 2009

TO: All Unclassified Personnel

FROM: David J. Markee
Chancellor

RE: Faculty and Academic Staff Report on Outside Activities and Interests

Attached is a reporting form and guidelines for the annual Faculty and Academic Staff Report on Outside Activities and Interests. In May of 1991, the Board of Regents passed a resolution approving the attached UW System Guidelines and Form for Reporting Outside Activities as required by UWS 8.025 (Wisconsin Administrative Code). It directed the implementation of these revised procedures at all UW System institutions. UWS 8.025 is included in your Faculty Handbook if you would like to review before completing this form. Reports for the 2008 calendar year are to be on file by April 30, 2009.

It is important to note that **all** UW System Faculty and Academic Staff **with half time appointments or more** must fill out this reporting form. The completed forms should be forwarded to the Department Chairperson/Director for review and signature and then to the appropriate Dean or area head for review, signature and final submission to the Chancellor's Office. These forms will be maintained in the Chancellor's Office and will be open to the public for review and inspection. Any future changes in the status of your outside activities should be reported to your department/supervisor.

The University Ethics Committee is available for consultation if you have questions on activities that might concern you.

Listing is located at [http:// www.uwplatt.edu/committees/ec/index.html](http://www.uwplatt.edu/committees/ec/index.html)

Please review the guidelines and submit your reporting form for the 2008 calendar year to your Department Chair/Director by April 17, 2009. **Deans/Supervisors are responsible for submitting reporting forms from all unclassified employees in their college/area to the Chancellor's Office by April 30, 2009.**

DJM/jb

Attachment