

To: All EPA-Faculty and EPA-Non Faculty Employees
(Employees Exempt from the Personnel Act)

From: Letitia C Wall, Assistant Provost
Administration and Planning

Date: August 31, 2016

Subject: Annual Reporting Requirements---DUE DATE SEPTEMBER 30, 2016

The Winston-Salem State University *Policy Statement on Conflict of Interest and Commitment and External Professional Activities for Pay* are guided by the UNC Policy on Conflict of Interest and Commitment [300.2.2\[G\]](#), and the Regulations on External Professional Activities for Pay by Faculty and Non-Faculty EPA Employees [300.2.2.1\[R\]](#). These policies require faculty and non-faculty EPA employees to disclose annually whether there is a potential conflict of interest and/or commitment by completing the “Report of Non-University Activities” and “External Professional Activities for Pay” forms found in the policies. **The employee’s chair or department head must complete the “Administrative Review and Approval” portion of the forms.**

If there are non-university activities that are not approved, an explanation must be attached and forwarded to the division director or the next administrative level.

These activities are encouraged if the intended activities do not create a conflict of interest or a conflict of commitment. An EPA employee who wishes to engage in external professional activity for pay must adhere to these regulations, as they may be amended from time to time, to provide satisfactory assurances that such activity will not interfere with University employment obligations.

Pursuant to these policies, any full-time Faculty and Non-Faculty EPA employees in all divisions on campus must report their *intent* to engage in external professional activities and any conflicts of interest or commitment. If you are engaged or intend on engaging in any activities this fiscal year (July 1, 2016-June 30, 2017), please complete the attached forms, obtain the appropriate signatures and submit the documents as required in the document instructions. The documents and units should be routed to your supervisor and each division head should submit one package to the Provost – via the Office of Faculty Affairs, Blair Hall, Suite 102 – by September 30, 2016.

This memo will also be posted on the [Faculty Affairs website](#) under the “Announcements” tab. We are required to report these activities *each year* to UNC General Administration, so your compliance with system policy is required.

Please note that there are two reporting requirements we are required to comply. The Conflict of Interest and Commitment document AND the External Professional Activities for Pay document are due to the Office of Faculty Affairs by September 30, 2016.

APPENDIX A: External Professional Activities for Pay Policy and Form (Reportable ONLY if there are activities or intended activities)-writable Word document attached

Link to policy statement and form-writable Word document attached

<http://www.wssu.edu/administration/legal-affairs/policies/human-resources/ext-prof-activities-for-pay.pdf>

APPENDIX B: Conflict of Interest and Commitment Policy (Reportable if there are or are not potential conflicts)

Link to policy statement and form

<http://www.wssu.edu/administration/legal-affairs/policies/human-resources/conflict-of-interest-policy.pdf>