

University of Wisconsin System

Unclassified Staff (Faculty, Academic Staff and Limited Appointees) Report on Outside Activities and Interests
(as required under Section UWS8.025 Wisconsin Administrative Code)

<u>Name</u>			<u>Department/Unit</u>
<u>Faculty</u>	<u>Academic Staff</u>	<u>Limited</u>	<u>Percent University Appointment</u>
<u>Signature</u>			<u>Date</u>

Please read the Guidelines for Reporting Outside Activities on the attachment and fill in the required information below. Completed forms should be forward to your department chair or unit director.

I have read the Guidelines and did not engage in any outside activities, as indicated in Sections A, B and C below, in my field of interest to report. (If you check this box, forward the signed form to your chair/director.)

A. Remunerative Relationships

I have received net remuneration for professional outside activities in my field of professional interest (e.g., consulting, research, teaching, writing, etc.). List below the name of the organization or business, type of activity (e.g., consulting, teaching, etc.) and the aggregate amount of time spent (days) in the activity, and whether you received \$5000 or more from a single source.

Business* Organization	Type of Activity	Time Spent (days)	Check if \$5000 or More From a Single Source	Name of or
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*If you believe that you should not publicly identify the name of the organization, you must receive approval from your dean, as indicated by the dean's signature below (e.g., if revealing the name would be damaging to the organization's legitimate competitive interests).

I have received compensation from a nongovernmental sponsor of university research, teaching, or training for which I am a principal investigator.

Name of sponsor: _____

B. Offices and Directorships

Identify below any business or other organization related to your field of academic interest or professional specialization for which you or your immediate family served as an officer, director, or trustee. No identification need be made of professional societies, trusts, or charitable, religious, social, community service, or political organizations.

Name of Business/Organization	City and State	Position Held
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Ownership Interests

List below any business or other organization related to your field in which you or your immediate family individually, or in aggregate, owned or controlled at least 10% of the outstanding equity.

Name of Business/Organization	City and State
_____	_____
_____	_____
_____	_____

I have reviewed the information itemized above:

<u>Signature of Chair/Director</u>	<u>Date</u>
<u>Signature of Dean Designee</u>	<u>Date</u>

University of Wisconsin System
Guidelines for Reporting Outside Activities
Under UWS 8.025

(Guidelines approved by Board of Regents May 10, 1991 – Regent Policy Document 20-7)

Who must report and what must be reported?

It is the policy of the University of Wisconsin System to require a report from all unclassified staff (faculty, academic staff and limited appointees) who engage in remunerative outside activities in their field of professional interest whose appointments are half- time or more for the period under contract to the UW System. If you have a joint appointment, you must file a report for each department/unit. Your report covers activities that occur during the full year, even if you were not under contract to the University for part of that time. You should discuss with your dean or director any activities that may present carryover questions of conflict with your responsibilities during your contract period.

For purposes of the reporting form:

A remunerative relationship is any relationship that results in payments, transfer of goods or provision of services to the reporting staff member.

Net remuneration includes the value of all payments, goods and services received as compensation for an activity less expenses. Expenses deducted should not exceed those that could ordinarily be claimed from university administered funds.

An organization is any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or the legal entity other than an individual or body politic (see UWS 8.02(12), Wisconsin Administrative Code).

Professionally related activities are activities related to the staff members' field of academic interest or specialization.

Ordinary professional activities are those activities which extend and unclassified staff member's normal institutional responsibilities of teaching, research and service to serving other public institutions, organizations, and professional societies. Examples of such ordinary professional activities would be:

- a. Occasional lectures, colloquia, seminars, etc., given at colleges and universities and at meetings of professional societies.
- b. Preparation of monographs, chapters and editorial services for nonprofit educational organizations.
- c. Service on advisory committees and evaluation panels for government funding agencies, nonprofit foundations and educational organizations.
- d. Leadership positions in professional societies.

Those activities which are reportable under UWS 8.025 include:

1. Professionally related outside activities occurring during the time you are under contract to the university for which you received net remuneration, not including ordinary professional activities.
2. The names of organizations or businesses for which net remunerative outside activities were performed, the type of activity (consulting, teaching, research, writing, etc.) and the aggregate time spent (days) in that activity.

-- Royalties from writing and patents need be reported only in the year that they first appear.
3. You must name the organization or source and indicate the aggregate amount of time in days spent in outside activities with that organization. If you received \$5,000.00 or more compensation per year from a single source, you must check the last column of section A.

-- If you believe you should not publicly identify the name of the organization, you must receive approval from your dean to withhold the name (e.g. if revealing the name would be damaging to the organization's legitimate competitive interests).
4. Any remunerative relationships that you had with organizations which sponsor university research, teaching or training in which you are involved. If these relationships exist, you must report the name of the organization.
5. Officerships, directorships, trusteeships that you or members of your immediate family hold in businesses or commercial organizations related to your professional field.
6. Ownership interests in organizations related to your academic area of specialization, provided that your immediate family collectively owns more than 10% of the equity.

Those activities which need not be reported include:

1. Activities for which remuneration comes from university administered funds (e.g., teaching and innovation awards, etc).
2. Remunerative ordinary professional activities (see definitions above).

Instruction at another nonprofit educational institution or research supported by a government agency if the instruction or research is performed during periods when the staff member is not on the university payroll, or, in the case of part-time appointment, if the work is performed during time not contracted to the university.

