Outside Activity Reporting

All University of Wisconsin-Stevens Point employees are required to abide by the University of Wisconsin System Code of Ethics, monitor their outside activities, and avoid potential conflicts of interest.

<table>
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<tr>
<th>Faculty, Academic Staff, and Limited Appointee Requirements</th>
<th>University Staff Requirements</th>
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<tbody>
<tr>
<td>Policy references: UWS Administrative Policy 1290: Code of Ethics, UWS Chapter 8, Regent Policy 20-22 Code of Ethics, and UWSP 8.025 Outside activities and interests; reports</td>
<td>University staff employees have an obligation to avoid conflicts of interest: &quot;No Employee may solicit or accept from any person or organization, directly or indirectly, money or anything of value if it could reasonably be expected to influence such employee's official actions or judgements, or could reasonably be considered as a reward for any official action or inaction on the part of the employee.&quot;</td>
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<td>Faculty, Academic Staff, and Limited Appointees (Director level and above) with appointments of 50% or greater complete an outside activities form for each position held annually. Any interests related to their areas of professional responsibility and for which they receive remuneration. In additional to the annual reporting, any significant changes in an individual’s outside activities during the year must be reported immediately to the individual’s dean or division officer and forwarded to Human Resources.</td>
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Outside activities forms are due annually. Watch for communication during Spring semester.

Use the Outside Activities Report form to Report:

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 Wis. Admin. Code § UWS 8.02(12)).

Professionally related activities are activities related to the staff members’ field of academic interest or specialization.
Ordinary professional activities are those activities which extend an individual’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:

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

*Please note:* The annual economic interests reporting requirement administered by the Office of the Board of Regents is separate from and in addition to the outside activities reporting requirement. Pursuant to [Wis. Admin. Code § UWS 8.06](#), the president, vice presidents, chancellors, and all contracting personnel must file a statement of economic interests with the Office of the Board of Regents annually, by April 30.

**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.
If an apparent conflict of interest is identified, the Institution shall contact UW System Human Resources for discussion and resolution. UW System Human Resources, the Office of General Counsel and the Institution will review and resolve the conflict and attach related documentation to the form.

**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).
3. 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.