



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

From: Letitia C Wall, Associate Provost
Administration and Planning

Date: August 15, 2018

Subject: Annual Reporting Requirements (2018-2019) ---DUE DATE SEPTEMBER 28, 2018

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](#), and the Regulations on External Professional Activities for Pay by Faculty and Non-Faculty EHRA Employees [300.2.2.1](#). These policies require faculty and non-faculty EHRA 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.

A. Conflict of Interest

All members of the University community are expected to avoid conflicts of interest and conflicts of commitment that have the potential to directly and significantly affect the University’s interests or compromise their objectivity in carrying out their University Employment Responsibilities, including research, service and teaching activities and administrative duties, or otherwise compromise performance of University responsibilities, unless such conflicts are disclosed, reviewed and appropriately managed in accordance with the provisions of this Policy. Per the policy, every EHRA employee in all divisions must annually report any conflicts or attest that they have nothing to report. **The employee’s chair or department head must complete the “Administrative Review and Approval” portion of the forms.** This office will work with all cabinet-level leaders to ensure compliance.

B. Conflict of Commitment (External Professional Activities for Pay)

Conflict of Commitment relates to an individual's distribution of time and effort between obligations to University employment and participation in other activities outside of University employment. The latter may include such generally encouraged extensions of professional expertise as professional consulting (i.e. External Professional Activities for Pay). Such activities promote professional development and enrich the individual's contributions to the institution, to the profession, and to society. However, a conflict of commitment occurs when the pursuit of such outside activities involves an inordinate investment of time or is conducted at a time that interferes with the employee’s fulfillment of university employment responsibilities.

Pursuant to these policies, any full-time Faculty and Non-Faculty EHRA employees in all divisions on campus must report their *intent* to engage in external professional activities and any conflicts of interest or commitment. **The employee's chair or department head must complete the "Administrative Action on Notice of Intent" portion of the forms.**

The documents should be routed to your supervisor and each division head should submit one package to the Provost Blair Hall, Suite 202 – by September 28, 2018.

Please note that there are two reporting requirements we are required to comply. A-The Conflict of Interest and Commitment document AND B-the External Professional Activities for Pay documents are due to the Office of the Provost by September 28, 2018.

Policy and Forms

[Link to WSSU's Conflict of Interest and Conflict of Commitment Policy \(900.6\)](#)

Conflict of Interest Reporting Form (attached)

[Link to WSSU's External Activities for Pay Policy](#)

External Activities for Pay Form (attached)