

Dear Colleague:

October 15, 2008

The University of Washington encourages members of our academic community to share their expertise outside the University, with private industry, governmental agencies, and nonprofits, for example. It is, however, necessary for faculty, librarians, and other academic personnel to obtain prior approval for each such activity when remuneration is expected. The details of this requirement are available in the Outside Professional Work Policy, which can be found in the University Handbook at Vol. 4, Part V, Chapter 6:

<http://www.washington.edu/faculty/facsenate/handbook/04-05-06.html>

The approval request form is available online:

http://www.washington.edu/admin/acadpers/forms/approval_compensation.pdf

It is extremely important that you submit this form and receive approval prior to engaging in any remunerated outside professional activity.

In addition, at the end of the academic year you are responsible for compiling and submitting a summary of your outside professional activities for that year. This year's annual reporting for outside work performed from July 1, 2007, through June 30, 2008 (academic year 2007-08) is due November 15, 2008. That form is also available online:

http://www.washington.edu/admin/acadpers/faculty/annual_report_system.html

Please note that on this summary form we ask you to include both your pre-approved, remunerated outside professional activities and any non-remunerated professional and civic activities. These volunteer activities provide valuable benefits to the community, and an institutional record of them is extremely helpful. With that data we are able to inform our constituencies of the many contributions made beyond the borders of our campuses.

If you have no outside activities to report, please go online and make that notation, which is easy to do.

New users may need to register to use the annual reporting system. Returning users simply log in with your UWNetID and proceed with preparing your 2007-08 report. We hope you will find the online tutorial helpful; you can print it out or read it online. Of course, our staff are happy to help anyone directly too. You may contact Academic Human Resources at 206.543.5630 for assistance.

Thank you for your cooperation with these compliance matters, both the outside work approval and annual reporting of all outside professional activities.

Sincerely,

Phyllis M. Wise

Provost and Executive Vice President