

TO: Academic Deans

FROM: Patrick Wolfe, Provost and Executive Vice President for Academic Affairs and Diversity  
Alysa Christmas Rollock, Vice President for Ethics and Compliance

DATE: August 24, 2023

RE: Reportable Outside Activities

We are reaching out to remind you to please convey the importance of complying with the Reportable Outside Activities policy to all associate deans, department heads, faculty and staff within your college. Those who fail to report or gain approval for Reportable Outside Activities are subject to discipline and/or penalties, including the possible impact on funding and more.

All Reportable Outside Activities must be disclosed for the current fiscal year, which began July 1 and ends June 30, 2024. This can be done through logging in to the [online reporting system](#) or on the [Employee Portal](#).

An email will also be distributed to all faculty and exempt staff across campus on August 28 requiring them to indicate their status of Reportable Outside Activities. One of the two possibilities must be completed **by September 15:**

- **Certify no Reportable Outside Activities, or**
- **Fill out the Reportable Outside Activities Form.**

As a reminder, a Reportable Outside Activity is defined as any work, advice or service for an entity other than Purdue University, including those appointments that may not be required in any particular funding agency's research proposal submission. Examples include, but are not limited to, any type of faculty or administrative appointment at another university, including honorary, visiting, tenured, tenure track, research, adjunct, contract, paid or unpaid, in-person or remote appointments.

We rely on you as deans, and all supervisors in your college who have executive management responsibilities, to ensure compliance with this policy. It is the supervisor's responsibility to review and make determinations in a timely manner on filed Reportable Outside Activity forms received from the employee or forward forms to an Outside Activity officer when applicable.

Should you have questions, please review the list of [frequently asked questions](#) provided by the Office of the Vice President for Ethics and Compliance.