

From: staff-bounces@listserv.utmem.edu on behalf of Burlison, Melanie Lynn [mburliso@utmem.edu] Sent: Thu 2/5/2009 11:40 AM
To: faculty@listserv.utmem.edu; staff@listserv.utmem.edu
Cc: Regenwether, Steven R; bus_contacts@listserv.utmem.edu; Gosnell, Devon
Subject: [staff] Outside Interests Reporting Requirements

The University of Tennessee's Fiscal Policy FI0125, Conflict of Interests, requires all regular faculty and staff to report certain outside interests and activities. These reporting requirements help prevent or minimize conflicts between an employee's outside interests and his or her university responsibilities. The complete policy and Outside Interest Disclosure forms are found on the Internet at:
<http://www.tennessee.edu/disclosure>

Once here, please click on "Forms" in the Topics Box to locate the forms. An interest must be disclosed if it:

1. exists at the time of this filing;
2. existed during the previous twelve months; or
3. you expect to acquire a conflict during the next twelve months.

If you meet any of the criteria above, please complete the form and forward it to your Department head or immediate supervisor no later than March 31, 2009. Your Department head or immediate supervisor should complete question 1 on the last page of the form and forward it to 300 Hyman.

If you are unsure if you have completed a form previously or whether or not you fall into one of these categories, please go ahead and complete the form.

Please note: Students, part-time employees and interns/residents are NOT being requested to complete the form. Also, Senior-Level administrators who received separate notifications are NOT being requested to complete the form.

If you are a supervisor with employees who do not have a University e-mail address or access to the Internet, please provide copies of this information to those employees.

Thank you for your assistance in this effort. If you have any questions, please contact:

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