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March 10, 2009

**(Sent via e-mail only)**

**MEMORANDUM**

**TO:** Chancellors

**FROM:** Alan N. Crist  
Associate Vice President

**SUBJECT:** Report of Outside Activities,  
Unclassified Staff (Faculty, Academic Staff, Limited Appointees)

Annual Notice of University of Wisconsin System Policy on Institutional and Employee Relationships with Educational Loan Lenders  
(Regent Policy Document 13-5)

Notice to Avoid Conflict of Interest, Classified Staff

This memo will serve as our annual reminder of (1) our UW System policies and obligations for unclassified staff to report on outside activities, (2) our obligation to inform all staff of our policy on institutional and employee relationships with educational loan lenders, and (3) the need to advise classified staff of their obligation to avoid conflicts of interest.

The Board of Regents requires all UW System unclassified staff (faculty, academic staff and limited appointees) with half-time appointments or more, to report annually (by April 30 of each year) on outside activities and interests related to their areas of professional responsibility and for which they receive remuneration as specified in the attached guidelines. All reports are to be filed in a central place at each institution and should be open to public inspection. The UW System Guidelines for Reporting Outside Activities, the 2008 UWS Report Form and Chapter UWS 8 are attached for your reference.

Also attached is Regent Policy Document (RPD) 13-5, University of Wisconsin System Policy on Institutional and Employee Relationships with Educational Loan Lenders. Per section 5.3 of this policy, I ask that you forward a copy of RPD 13-5 to all staff as a means of informing them of the provisions of this Policy. This section also directs that applicable ethics codes be forwarded to all staff. The attached Chapter UWS 8 for unclassified staff and Chapter ER-MRS 24 for classified staff will satisfy this requirement. Additionally, every staff member should receive a copy of the UW System Ethics brochure (UW-Milwaukee has its own brochure and is not required to send the UW System brochure). A copy of the brochure is attached.

When sending classified staff copies of Chapter ER-MRS 24 and the ethics brochure, please take the opportunity to advise your classified employees of their obligations, under ER-MRS 24, to avoid conflicts of interest. In particular, classified staff should be advised of ER-MRS 24.04(2)(b) that

states, "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 judgment, or could reasonably be considered as a reward for any official action or inaction on the part of such employee."

If you have any questions, please do not hesitate to contact me.

Attachments (6)

UW System Guidelines for Reporting Outside Activities 8.025  
2008 UWS Outside Activities Report Form  
Chapter UWS 8, Unclassified Code of Ethics  
Chapter ER-MRS 24, Code of Ethics  
Regent Policy Document 13-5  
UW System Ethics brochure

cc: President Reilly  
Board of Regents  
Provosts  
UWSA Cabinet  
HR Directors  
Academic Personnel Officers  
Chief Business Officers