

Florida Atlantic University Charles E. Schmidt College of Medicine

Department Attestation Form for Outside Employment or Professional Activity Forms Submitted to the Dean

To be completed by Department Chairs

Department Chairs must provide a signed copy of this attestation when submitting the Report of Outside Employment or Professional Activity for FAU Employees to the Dean for signature. Please note that one form can cover multiple submissions (all of which must be listed on the attestation form).

Attached, please find signed Report of Outside Employment or Professional Activity Form(s) for the following faculty:

1. Each form has been reviewed by the Department Chair (or designee) and the Department Coordinator.
2. Each form is complete.
3. Faculty have disclosed to the best of their knowledge that the outside employer/entity is not currently doing business with, or proposing to do business, with FAU; or if it is currently doing business with, or proposing to do business with FAU, faculty have completed a REPORT OF SPECIFIED INTEREST form.
4. The Department has done diligence on the outside employers/entities named in these forms and has not identified any existing or proposed business arrangements between such outside employers/entities and FAU.
5. Faculty have discussed all outside employment/professional activities with the Chair of the Department to consider whether such activities might benefit the College of Medicine and, if so, whether such activities (referred to as "College Business") are more appropriately undertaken as part of the faculty member's assignment with FAU, with any compensation being paid to FAU through a direct engagement with the College.
6. The Chair has determined that such activities are not appropriate to be undertaken as part of the faculty member's assignment with the College of Medicine; therefore, the submission of the forms has proceeded, with Faculty agreeing to take unpaid leave to participate in such activities.
7. Faculty understand that they must take unpaid leave for any outside employment or professional activities that have not been designated by the Chair as "College Business". Such unpaid leave must be submitted through Workday when the dates and times of the outside activities are determined. This includes any outside employment, lectures for which an honorarium is paid, and any other outside professional activities. The Department Chair will oversee/supervise to ensure that such unpaid leave is appropriately documented, approved and accounted for.
8. Faculty also understand that (i) unless indicated on the submitted form, they cannot use University equipment, facilities, services or other resources in their outside activities; (ii) they may not claim to represent the University in connection with their outside activities; and (iii) FAU has no responsibility or liability for such activities.

Signature of Department Chair: _____ Date: _____