MEMORANDUM

ATTENTION: Faculty Members

FROM: Justin Mason, Director, Faculty Labour Relations

RE: Outside Activity Reporting and Annual Outside Activities Report

DATE: November 30, 2022

This is a reminder from Faculty Relations about Outside Activities Reporting and the annual (January) deadline to provide your chair/director with your Annual Outside Activities Report.

Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement (SFU-SFUFA CA) Articles 20.5 and 20.6, provide that members must inform the chair and dean in advance and in writing of a range of activities spelled out in sub-articles 20.5.1-20.5.5, and as applicable, that authorization for the activity may be withheld if it would prevent or impede the due discharge of the faculty member’s responsibilities. Please familiarize yourself with these requirements accordingly.

You should also familiarize yourself with GP 37 Conflict of Interest and Conflict of Commitment (http://www.sfu.ca/policies/gazette/general/gp37.html). As per GP 37 (Appendix A – Definitions) Section 2.2 “Conflict of Commitment (“COC”) means a situation whereby the external professional, business, or personal activities, undertakings or relationships of a Member are sufficiently demanding, or are organized in such a manner, or are otherwise such that they prevent or impede the due discharge of the Member’s primary commitment, responsibilities, and obligations to the University.”

Further to SFU-SFUFA Article 20 (attached), you are required to submit an Outside Activities Report to your chair/director in January of each year. A copy of the form ‘Annual Report Article 20: Outside Activities’ is attached with this email. Please ensure you submit the completed form to your chair/director by January 31, 2023. [Faculty members in the Beedie School of Business should continue to follow the instructions specific to their faculty.]

Note: Faculty members on unpaid leave, or long-term disability (other than 100%), are expected to submit the Annual Outside Activities Report, while term faculty members with appointments less than full-time (100%) are not required to complete this annual report.

Absence of reportable activities should be indicated by stating “None” in the appropriate areas of the attached form. Please make sure to complete your reports in a timely manner and remember to keep a copy of documents submitted for your own file.

Faculty deans will be required to submit a report to Faculty Relations detailing those who have complied with these university reporting requirements.

CANADA’S ENGAGED UNIVERSITY