Inside Activity Decision Tree

FSU | CONFLICT ADMINISTRATION MANAGEMENT SYSTEM
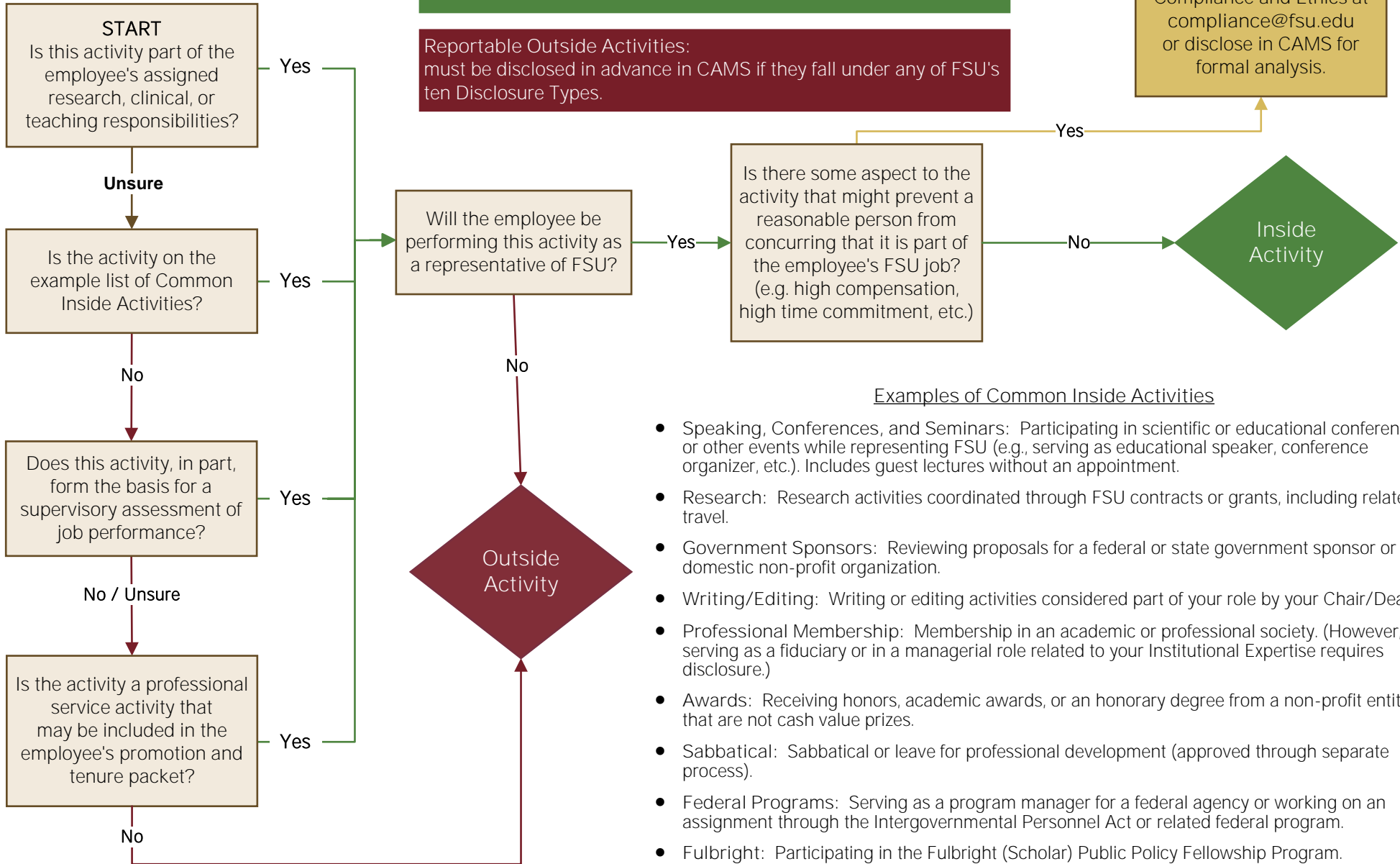
Inside Activities:
part of an employee's FSU job and should not be disclosed in CAMS.

Reportable Outside Activities:
must be disclosed in advance in CAMS if they fall under any of FSU's ten Disclosure Types.

Contact the Office of Compliance and Ethics at compliance@fsu.edu or disclose in CAMS for formal analysis.

START
Is this activity part of the employee's assigned research, clinical, or teaching responsibilities? — **Yes** →

Unsure ↓

Is the activity on the example list of Common Inside Activities? — **Yes** →

No ↓

Does this activity, in part, form the basis for a supervisory assessment of job performance? — **Yes** →

No / Unsure ↓

Is the activity a professional service activity that may be included in the employee's promotion and tenure packet? — **Yes** →

No ↓

Will the employee be performing this activity as a representative of FSU? — **Yes** →

No ↓ → **Outside Activity**

Is there some aspect to the activity that might prevent a reasonable person from concurring that it is part of the employee's FSU job? (e.g. high compensation, high time commitment, etc.)

— **Yes** → Contact the Office of Compliance and Ethics...

— **No** → **Inside Activity**

Examples of Common Inside Activities

- **Speaking, Conferences, and Seminars:** Participating in scientific or educational conferences or other events while representing FSU (e.g., serving as educational speaker, conference organizer, etc.). Includes guest lectures without an appointment.

- **Research:** Research activities coordinated through FSU contracts or grants, including related travel.

- **Government Sponsors:** Reviewing proposals for a federal or state government sponsor or a domestic non-profit organization.

- **Writing/Editing:** Writing or editing activities considered part of your role by your Chair/Dean.

- **Professional Membership:** Membership in an academic or professional society. (However, serving as a fiduciary or in a managerial role related to your Institutional Expertise requires disclosure.)

- **Awards:** Receiving honors, academic awards, or an honorary degree from a non-profit entity that are not cash value prizes.

- **Sabbatical:** Sabbatical or leave for professional development (approved through separate process).

- **Federal Programs:** Serving as a program manager for a federal agency or working on an assignment through the Intergovernmental Personnel Act or related federal program.

- **Fulbright:** Participating in the Fulbright (Scholar) Public Policy Fellowship Program.

- **Thesis/Dissertation:** Serving as an external member of a thesis, dissertation, or promotion committee.