



NEW YORK UNIVERSITY

A private university in the public service

Office of Academic Appointments


726 Broadway, 7th Floor

New York, New York 10003-9580

Telephone: 212 998 2282

Facsimile: 212 995 4556

March 9, 2011

MEMORANDUM TO: Deans and Directors of Institutes
FROM: Assistant Provost Peter Gonzalez 
RE: Annual Report on Institutional Responsibility

As you will recall from past years, the "Statement of Policy on Faculty Responsibility to the University" requires the deans of the various schools to canvass their respective faculties annually to determine "... whether and to what extent compensated outside activities, with certain exceptions, may conflict with the faculty's primary commitment to teaching, research, and collegial responsibility."

The "Statement" also requires the deans to send a written report to the Provost on whether any conflict with a faculty member's primary commitment to the institution has arisen since the last report form was sent to the faculty in Spring 2010, and that if any issues have emerged, to specify the nature of the issues and how they were resolved. In order to monitor compliance, the Dean's report to the Provost should include the number of faculty members canvassed and the number of responses received.

Attached is a fillable PDF of the annual communication to each faculty member by the Dean, for distribution by your office to all full-time faculty members in your school as per the schedule on the following page:



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ANNUAL REPORT TO BE SUBMITTED BY MEMBERS OF THE FULL-TIME FACULTY TO THEIR RESPECTIVE DEANS

Please complete next page

March 9, 2011

To the Faculty:

The report cited below in this communication is required to be completed annually by each faculty member, in accordance with the *Statement of Policy on Institutional Responsibility* recommended by the Faculty Council and approved by the University's Board of Trustees (see *Faculty Handbook*, pp. 79-81, 2008 edition). Please complete the report and submit it to your Dean no later than **March 31, 2011**.

While it is appropriate and often desirable that faculty members participate in public and private activities beyond their University association, such activities may not conflict with the faculty's primary commitment to NYU, i.e., teaching, research, and collegial responsibility.

In connection with the completion of the report you should review the above-referenced Statement of Policy and the Guidelines included in it. Please note that you are not required to report participation in learned or professional societies.

None of the reported information will be made public and all of it will be held and remain confidential only to be seen by the faculty member's Dean, the Office of the Provost and the President. Such reported information also may be given to the Committee on Institutional Responsibility – an all-faculty committee – or a successor committee appointed by the Provost, if their advice is requested.

NATURE AND EXTENT OF ACTIVITY
(DURING PAST AND CURRENT ACADEMIC YEARS)

(A) Compensated Academic (other than from New York University), Professional (including Consulting), Executive or Managerial Activities

<u>Name of Employer</u>	<u>Position & Title</u>	<u>Time Devoted (days per week)</u>	
		<u>Summer (2010)</u>	<u>Current Academic Year (9/2010-5/2011)</u>

(B) Trustee or Director Activities (learned or professional societies need not be included)

<u>Name of Entity</u> (indicate for-profit or not-for-profit)	<u>Position & Title</u>	<u>Time Devoted (days per week)</u>	
		<u>Summer (2010)</u>	<u>Current Academic Year (9/2010-5/2011)</u>

(C) Significant Financial Interests (ownership of 5% or more of the assets or ownership interest having a value in excess of \$50,000, other than through an interest in publicly-traded securities) in entities having a contractual or other relationship with the University or which compete with the University.

Signature Department/School Date

Please Print Name