

Annual Report on Outside Professional Activities
REPORTING PERIOD: January 1, 2008 to December 31, 2008

Unit: _____

I. As Unit Head, I confirm to the best of my knowledge that the 2008 *Outside Professional Activities Forms* submitted by faculty and staff in this Unit who report to me have been completed accurately and I have no reasonable basis to believe any individual has not met his or her obligations to the University except as noted in number four (# 4) below. In particular, when faculty or exempt staff of the Unit have engaged in Outside Professional Activities during the Reporting Period, in my best judgment or information:

1. They have met all University responsibilities.
2. Their activities comply with the University's Policy on Conflict of Interest and Conflict of Commitment and do not constitute a real or apparent conflict of interest, or, if it appeared that such issue were present, the individuals concerned worked through the President's Advisory Committee on Conflict of Interest to remove or manage the conflict in a manner required by University policy.
3. Appropriate prior permission was obtained for paid work performed for other agencies of Maryland State Government or foundations affiliated with University System of Maryland institutions (e.g., the University of Maryland College Park Foundation and the University System of Maryland Foundation).
4. Faculty and/or staff for whom the above statements do not apply are (list names):

II. A reasonable effort has been made to ensure all full-time faculty and exempt staff in this Unit have submitted an *Outside Professional Activities Form* for 2008.

Signature of Unit Head

Date