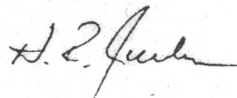


December 6, 2007

Memorandum

To: Academic Deans

From: Nicholas S. Zappos, Interim Chancellor, Provost and Vice Chancellor for
Academic Affairs
Harry R. Jacobson, Vice Chancellor for Health Affairs 

Subject: Transinstitutional effort of faculty

As you know, the federal government requires faculty to declare and certify the distribution of their institutional effort if they charge any portion of their salary to a federal grant or contract. The effort report must include all of the activities in which a faculty member engages as part of his/or her work for the university and its schools. The university officials who are responsible for verifying and approving these reports must be as well informed as possible about the activities of their faculty to determine whether these effort reports have been completed properly. The university has procedures in place to account for faculty effort on federally funded projects and we are attempting to develop equally effective procedures for effort on other activities.

To that end, if you or a member of your school (e.g., a department chair) wishes to engage the services of a faculty member from outside of your school in non-federally funded activities within your school (e.g., to develop or teach a course, to participate in an internally funded research project), please seek the concurrence of the faculty member's department chair and dean in advance (or just the dean in schools without departments). These university officials need to know about such special arrangements, and will be able to determine whether the faculty member's total institutional effort can accommodate the new activity. This policy applies regardless of whether or not the faculty member is currently funded by federal grants or contracts.

As a matter of practice, it is important for all of us to take every opportunity to inform and remind faculty of the effort reporting implications of additional institutional activities, regardless of whether these activities take place in the primary school or in another school.

Thank you.

cc: Timothy P. McNamara, Associate Provost for Faculty
Dennis G. Hall, Associate Provost for Research and Graduate Education, Dean of
the Graduate School
✓ John W. McDaniel, Jr., Associate Vice Chancellor for Academic Affairs