



Scholarly Capacity Activities Reporting Form Instructions Faculty and Academic Administrators

July 1, 2012 – June 30, 2013 (Prior Fiscal Year)

A Rutgers University regular salaried faculty member¹ and an Academic Administrator² acting in a scholarly capacity shall use this form for his or her annual disclosure of payments for honoraria or academic prizes and for expense reimbursements (if any) from non-Rutgers sources. The Scholarly Capacity Activities Reporting Form should be used only to disclose payments made directly to the Rutgers employee from non-Rutgers sources. Typically, the payments are made for activities that occur away from campus at the request of an outside party (e.g., receipt of an honorarium or expense reimbursement for speaking at or attending a conference).

What should not be reported on this form: Please do not use this form to report:

1. The fact that you have nothing to report. You do not need to submit a form if you did not personally accept anything of value for your scholarly capacity activities.
2. Outside Employment. There is an Outside Employment Form for Faculty and Academic Administrators and the Scholarly Capacity Activities Form should not be used to report income from Outside Employment.
3. Rutgers salary or Rutgers reimbursed expenses. While you may be acting in a scholarly capacity in your employment with Rutgers, your Rutgers salary and expenses reimbursed to you by Rutgers are not part of the reporting requirements for the Scholarly Capacity Activities Form.
4. Reimbursement or extra compensation you have received via grants and/or funding for trips or travel that was routed through the University.

Reporting Period: This disclosure form conforms to the requirements established by the New Jersey State Ethics Commission for institutions of public higher education in New Jersey. This disclosure form is to be used to report scholarly capacity activities where value was received during the period July 1, 2012 to July 1, 2013.

Definition of Scholarly Capacity Activities: Acting in a “scholarly capacity” means any pedagogical, academic, artistic, educational or similar or other scholarly activity performed by a

¹ For purposes of this form, the term “regular salaried faculty member” applies to all full-time faculty except teaching assistants, graduate assistants, co-adjutants, post-doctoral fellows, and part-time lecturers.

² Academic administrators are tenured members of the faculty who are currently not in the faculty bargaining unit because they perform academic administrative duties.



Rutgers employee. Examples of actions taken in a scholarly capacity may include any of the following or similar activities:

1. Attending, participating in, or making presentations at colloquia, seminars, conferences, or similar gatherings.
2. Developing scholarly work in the form of books or journal articles, media productions, and similar works.
3. Serving as a member or as an officer of a professional or scholarly organization.
4. Serving on or advising a federal, state, or local government agency committee, panel, commission or a not-for-profit organization.
5. Acting in an editorial capacity for a journal or other publication.
6. Reviewing journal or book manuscripts, or grant or contract proposals, or participating in accreditation or other peer review activities.

If and ONLY IF you have benefits to disclose, please complete this form and submit it to your chair or immediate supervisor on or before the date set by the University. The completed forms shall be kept on file for a period of five years. In accordance with the New Jersey State Ethics Commission's (SEC) determination, Rutgers shall forward copies of the forms to the SEC and the SEC shall keep the forms on file. The SEC will make records kept on file available to the public, upon request.

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July 1, 2012 – June 30, 2013 (Prior Fiscal Year)

Last Name	First Name	School	Department
Campus Address	Email Address	Position	Phone
Street Address			
City, State, Zip Code			

- A. List below honoraria, expense reimbursements, royalties etc., you received from any non-Rutgers source, including travel, subsistence or entertainment expenses, academic prizes, or other thing of value related to activities performed in your scholarly capacity. Reportable items include reasonable expenditures for travel or subsistence to and from an event and food and lodging expenses which are moderate and neither elaborate nor excessive*.

Category (e.g., honoraria, royalties, academic prize)	Value (in US \$) (if unknown, use a good faith estimate)	Source (Name of company, organization or individual that provided the value being reported)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Please use additional sheets if necessary.

* Note: Non-reportable items would include the costs of personal recreation, such as being a spectator at or engaging in a sporting or athletic activity which may occur as part of that event. These are generally not permitted.



B. Do you assign educational materials authored by you as a course requirement?

☐ Yes ☐ No

C. Do you receive royalties based on the assignment of those educational materials to your classes?

☐ Yes ☐ No

D. If you answered "Yes" to both questions then, in accordance with the New Jersey State Ethics Commission, you should contribute any royalty specifically received for such course materials to your department or to a nonprofit organization of your choice with documentation of the donation being provided to your department.

E. It is permissible to receive and retain royalties for course materials created by you assigned in any Rutgers class that you do not teach, although you may not participate in the decision to assign those materials.

Employee Acknowledgement

To the best of my knowledge the information provided above is both accurate and complete.

Print name

Employee signature

Date

Return completed form to your chair or dean on or before the date set by the University. Your chair or dean will forward the forms to the appropriate dean, vice president, or if applicable, chancellor, who in turn will forward the forms to the Rutgers Ethics Liaison. The Rutgers Ethics Liaison will provide the completed forms to the State Ethics Commission.

You may wish to keep a copy for your personal records.