

Frequently Asked Questions: NEOMED External Professional Commitments (EPC) Reporting

- ***I don't have any activities to report. Why should I complete the form?***

All salaried faculty are required to complete the EPC reporting form once per calendar year as part of their annual performance evaluation process, regardless of activity. There are options within the form that allow you to declare that you have no activities.

- ***I participated in external professional activities but I did not receive any compensation. Do I still have to submit a report?***

Yes, all salaried faculty must complete the EPC reporting tool, regardless of compensated activities. You should indicate on the form what your activities were but that you were not compensated for them.

- ***Is there a deadline to the file EPC reporting form?***

Yes, by Feb. 28 each year, salaried faculty must complete the form with all EPC activities in which they participated during the prior calendar year. So, for example, by Feb. 28, 2016, all EPC activities that you participated in during the 2015 calendar year must be submitted using the electronic reporting form.

- ***What information do I need to have available to complete the form?***

EPC reporting is based on the calendar year. You should have a list of all of your external professional commitment activities for the calendar year you are reporting on; the name of the organization where you participated in the activity; the type of organization it is (e.g., educational, professional, scientific, clinical); a brief description of the activity; the amount of time you contributed to the activity (rounded to quarter hours); if and/or how you were compensated (e.g., honorarium, expenses only); the amount you were compensated (this is optional).

If you do not have a complete list of your activities for the full calendar year, it is possible to enter EPC activities one at a time and return to the reporting form after you submit it to add activities to your report. There is no limit to the number of times you can add to or revise your report.

- ***What is a Change in Circumstances under the "Reason for Filing" field of the reporting form?***

Select the "change in circumstances" option from the dropdown menu under the "Reason for Filing" field to add to, remove or change the information in your annual report of EPC.

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- ***How do I change an activity that I have already submitted?***

Select “Yes” to having participated in external commitments, and “yes” to lasting 3 or more days. From your list of activities presented, click on the number that corresponds to what you want to modify. The previous data will be presented so you can re-select or change any information. Then, you can select “No – no more activities” if you are finished and want to submit the changes, or “Yes – add more activities” to continue and submit later.

- ***The organization for which I provided an activity does not exactly fit within the options available within the dropdown menu of the form that identifies the “Type of Organization”. What should I do?***

Though it may not be a perfect fit, use your judgement to select the best match available from among the defined organization types to identify the kind of organization for which you provided an activity. The organization types within the form are: Professional, Educational, Scientific, or Clinical.

- ***The EPC activity I performed does not exactly match the options within the “Type of Activity” field. What should I do?***

Select the “other” option under the “Type of Activity” and use the “Brief Description of Activity Field” directly below to further explain your activity.

- ***The form doesn’t seem to be working correctly – I can’t submit my activity.***

Be sure that any information entered into the “Number of Days” and/or “Compensation Amount” fields are numeric and not text. For example, if you enter “none” for the compensation amount, you will get an error message and be directed back to the form to correct that field.

- ***Who can I call with questions about the EPC reporting form?***

Contact the Office of the Vice President for Academic Affairs with any questions about the EPC reporting form. Diane Beeman may be reached at dbeeman@neomed.edu or ext. 6721 or Deborah Loyet may be reached at dloyet@neomed.edu or ext. 6258.

- ***Where can I find more information about the NEOMED External Professional Commitments Policy?***

The EPC policy is located on the General Counsel’s webpage at the following URL. This URL is also available on the first page of the EPC reporting form.

<http://www.neomed.edu/officesanddirectory/generalcounsel/policies-procedures-and-bylaws/allemployees>