

(Second revision)

UNIVERSITYWIDE ADMINISTRATIVE MEMORANDUMOutside Employment of Faculty and Staff Members for Compensation

While emphasizing the fact that full-time faculty and staff members of the University are obligated to devote their working time and efforts primarily to University duties, the University recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Such persons are therefore encouraged to engage in outside employment which will affirmatively contribute to their professional advancement or correlate usefully with their University work. This employment should not interfere in any substantial way with the employee's University duties nor conflict with his scheduled University assignments. Written approval from department head and dean should be obtained in advance of such outside employment. Each dean or similar officer shall keep records on outside employment by personnel in his college, and such records shall be reviewed periodically by the chief academic officer on each campus. The employee shall always make it clear the outside employment is his own responsibility and that in it he does not act as an agent or representative of the University. University property or facilities shall not be used except with permission of the employee's department head or other superior, and the payment of appropriate fees therefore may be required.

The attached form is to be used to report outside activities to the chief academic officer. It is due annually on August 1.

August 28, 1978

