

Division of Agriculture

PMGS-95-3

Issued October 15, 1995

OUTSIDE EMPLOYMENT OF FACULTY AND ADMINISTRATIVE STAFF MEMBERS OF THE UNIVERSITY OF ARKANSAS DIVISION OF AGRICULTURE FOR COMPENSATION¹

While emphasizing the principle and fact that full-time faculty and non-classified administrative staff members of the University of Arkansas Division of Agriculture are obligated to devote their working time and efforts primarily to Division activities, the Division recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Department heads, directors, associate vice-presidents and the vice-president are included as administrative staff. Such persons shall be allowed to engage in outside employment that will affirmatively contribute to their professional advancement or correlate usefully with their Division work. The employment shall not interfere in any substantial way with the employee's Division duties nor conflict with his/her Division assignments. Written approval from the appropriate associate vice-president for agriculture shall be obtained in advance of such outside employment. Requests for approval shall be accompanied by a recommendation from the employee's immediate supervisor. The associate vice-presidents or their designee(s) shall keep records on outside employment by personnel in their administrative units. The report shall include actual time spent during the reporting period. Such records shall be reviewed periodically by the associate vice-presidents and submitted to the vice-president for agriculture by August 1 of each year. The employee shall always make it clear that the outside employment is his/her own responsibility and that in it he/she does not act as an agent or representative of the University or Division of Agriculture. University or Division facilities or property shall not be used except with permission of the appropriate associate vice-president, and the payment of appropriate fees may be required.

Time Commitments to Outside Employment

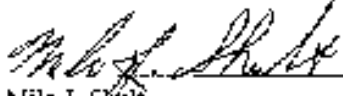
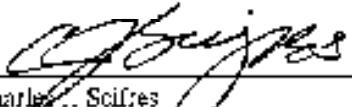
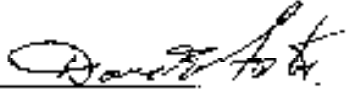
Each request for approval for outside employment shall include the amount of time required to fulfill the requirements of the employment and how the employee intends to schedule that time. No official time will be granted for outside employment. Such employment must take place outside regular office hours (generally 8 a.m. to 5 p.m. Monday through Friday), on annual leave, holidays and/or weekends. It is the responsibility of the employee to declare in his/her request for outside employment that no conflict of commitment is involved, with such conflict being defined as time and effort given to outside activities and interests that interfere with the employee's obligations and responsibilities to the Division of Agriculture. The Division retains the right to disallow any request that does not appropriately meet the employee's obligations and responsibilities to the Division.

Conflict of Interest

It is the employee's responsibility to declare in the request for outside employment that no conflict of interest with the programs and mission of the Division of Agriculture nor its administrative units will result from such employment. It is the responsibility of the employee's supervisor to examine such declarations and include the results of such examination in his/her recommendation for approval/disapproval to the associate vice-president. No requests will be approved where there is indication of potential for conflict of interest.

¹Based on University of Arkansas Board Policy 450.1, revised April 30, 1993, and corrected June 11, 1993.

Approval

| | |
|---|-------------------------------|
|  Mike J. Stahl Vice President for Agriculture | <hr/> <i>10/26/95</i> Date |
|  Charles E. Scifres Dean and Associate Vice President for Agriculture - Research | <hr/> <i>10-26-95</i> Date |
|  David Foster Associate Vice President for Agriculture - Extension | <hr/> <i>10-26-95</i> Date |

**UNIVERSITY OF ARKANSAS DIVISION OF AGRICULTURE
OUTSIDE EMPLOYMENT REQUEST
APPROVAL FORM**

Faculty Member's Name _____

Department/Unit _____

Contracting Agency _____

| | | |
|----------------------------------|--------|----------------|
| Consulting Approved ¹ | Denied | |
| Facilities Approved | Denied | Not Applicable |

Department Head/Center Director/Section Leader/District Director Date

Associate Director Date

Associate Vice President Date

¹ Approval of each consulting activity is required.

**UNIVERSITY OF ARKANSAS DIVISION OF AGRICULTURE
OUTSIDE EMPLOYMENT REQUEST¹**

Faculty Member's Name _____ Department/Unit _____

Dates: Beginning _____ Ending _____ Total Days _____

1. How will time be taken (annual leave, weekends, holidays, etc.)?

2. Do you have a memorandum of understanding, grant or contract with this agency/organization?

Yes No

3. Do you or any member of your immediate family own an equity interest in this agency/organization or its Parent company?

Yes No

4. Do you hold an office in this contracting agency/organization or any of its subsidiaries?

Yes No

5. Explain the nature of the consulting activity (location, type of consulting, schedule of consulting activity, etc.)

6. Explain how assigned responsibilities in teaching, research and/or Extension will be covered.

I certify that this request for outside employment in no way conflicts with my duties and responsibilities as an employee of the University of Arkansas Division of Agriculture and with the administrative units of the Division. Furthermore, I certify that this outside employment will not compromise the positions or policies of the Division. I accept full responsibility should any such conflict arise. I also certify that I will not make use of University or Division facilities, equipment or personnel unless a request for special consideration is submitted and approved. (In the event special consideration is granted, documented information must be attached.)

Date

Signature of Requestor

¹ Attach separate sheet(s) of paper to answer questions. Please repeat each question on attached sheets.