

## **OUTSIDE EMPLOYMENT OR ACTIVITIES OF FACULTY AND ADMINISTRATIVE STAFF MEMBERS OF THE UNIVERSITY OF ARKANSAS SYSTEM DIVISION OF AGRICULTURE<sup>1</sup>**

While emphasizing the principle and fact that full-time faculty<sup>2</sup> 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. Outside employment or activity may include, but is not limited to: 1) any form of employment with any non-University entity; 2) any business relationship or activity involving the delivery of paid or unpaid professional services, e.g., consulting; 3) self-employment; or 4) ownership or interest in a business entity. The employment or activity shall not interfere in any substantial way with the employee's Division duties or 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 or activity. 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 or activity 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 or Activity**

Each request for approval for outside employment or activity shall include the amount of time required to fulfill the requirements of the employment or activity and how the employee intends to schedule that time. No official time will be granted for outside employment or activity, except for time serving on: 1) review panels for competitive grants; 2) outside reviews or accreditations for other institutions; and 3) invited addresses and workshops with other universities and professional societies. Otherwise, such employment or activity 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.<sup>3</sup> It is the responsibility of the employee to declare in his/her request for outside employment or activity 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 or activity 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.

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<sup>1</sup> Based upon University of Arkansas Board Policy 450.1, revised March 30, 2016.

<sup>2</sup> This includes 9-month faculty.

<sup>3</sup> Nine-month faculty members may also engage in outside employment or activity, with prior written approval. However, as 9-month faculty members do not accrue annual leave, any outside employment or activity engaged in by 9-month faculty members must occur during the time period outside of their 9-month appointment, outside regular office hours, or during holidays and/or weekends.