

**PRIOR APPROVAL OF OUTSIDE EMPLOYMENT
OF UALR FACULTY AND STAFF
FOR COMPENSATION**

RELEVANT BOARD OF TRUSTEES POLICIES:

(1) Outside Employment of Faculty and Administrative Staff Members for Compensation:

While emphasizing the fact that full-time faculty and non-classified administrative staff members of the University are obligated to devote their working time and efforts primarily to University activities, the University recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Deans, department heads, directors, vice chancellors, chancellors, vice-presidents, and the president are included as administrative staff. 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 shall not interfere in any substantial way with the employee's University duties nor conflict with his/her University assignments. Written approval from department head and/or dean shall be obtained in advance of such outside employment. Each dean or similar officer shall keep records on outside employment by personnel in his/her college or administrative unit. The report should include actual time spent during the reporting period. Such records shall be reviewed by the appropriate administrator and submitted to the Chancellor or Vice President for Agriculture by September 30 of each year and such records shall be reviewed periodically by the appropriate administrator. The employee shall always make it clear 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. University facilities or property shall not be used except with permission of the department head or dean, and the payment of appropriate fees may be required (Board of Trustees Policy 450.1).

(2) Patent and Copyright Policy: Employees engaged in external consulting work or business are responsible for ensuring that agreements emanating from such work are not in conflict with this policy or with contractual commitments of the University. Such employees should provide affirmative notice to the other parties to such agreements, informing them of the obligations of the employees to the University and the possible applicability of this policy to such agreements (Board of Trustees Policy 210.1).

INSTRUCTIONS: Answer all of the questions below and attach a narrative for any question that you answered YES.

1. **Name** _____

2. **Department** _____

3. **Position Title/Academic Rank** _____

4. **TIME COMMITMENT:**

Estimated number of hours per month devoted to outside employment _____

5. **INCOME:**

Estimated average monthly income resulting from outside employment _____

6. **INCOME SOURCE:**

Name of employer, including address, phone and fax numbers, email address, and name of immediate supervisor

7. **DESCRIPTION OF WORK PROVIDED:**

8. **PERIOD OF TIME:**

Period of time covered by outside employment _____

The ending date must not extend beyond the current fiscal year (June 30). Employment that may continue into the next fiscal year must be submitted annually for consideration.

9. STUDENT INVOLVEMENT:

Will UALR students be used for the outside employment? _____

If **YES**, continue to answer questions 9 & 10. If **NO**, skip to question 11.

10. STUDENT COMPENSATION:

Will the students be compensated? _____

If **YES**, identify the source of the compensation.

11. ACADEMIC CREDIT:

Will the students be eligible for academic credit/recognition (e.g. dissertation) for work performed? _____

If **YES**, you are required to contact the Office of Research and Sponsored Programs as there may be publication rights that need to be addressed prior to commencement of the outside employment. The Office of Research and Sponsored Programs will consult with the Office of General Counsel and other appropriate UALR officials in determining any publication rights that may result from the outside employment.

12. UNIVERSITY RESOURCES:

Will there be a need for the use of UALR equipment/resources? _____

If **YES**, you are required to seek prior approval of the department head and/or dean. If the use of UALR facilities/equipment is approved, you must then consult with both the Office of Research and Sponsored Programs and the department head or dean to determine whether a fee will be charged for the use of UALR facilities/equipment, and if so, the amount to be paid to UALR for such use. You are further required to contact the Office of Research and Sponsored Programs as there may be intellectual property issues to be addressed prior to commencement of the outside employment. The Office of Research and Sponsored Programs will consult with the Office of General Counsel and other appropriate UALR officials in determining the legal rights with respect to any intellectual property that may result from the outside employment.

13. UNIVERSITY PERSONNEL:

Will other UALR employees be used for the outside employment? _____

If **YES**, you are required to provide the names of all employees, as well as the nature of the work, when it will be accomplished, and whether UALR facilities/equipment will be used. You are further required to identify the source of the compensation.

Signatures:

Requesting party _____ Date _____

Chair/equivalent approval _____ Date _____

Dean/equivalent approval _____ Date _____

Faculty may request that results from this outside employment activity be included in promotion and tenure material.

Requesting party _____ Date _____

Chair/equivalent approval _____ Date _____

Dean/equivalent approval _____ Date _____

The following must receive copies with all signatures:

Employee Chair/equivalent Dean/equivalent Provost