



UNIVERSITY OF ARKANSAS®

This document is only to be used for informational purposes only. Please use this to know what questions will be asked prior to submitting the form within Workday. Paper versions of this document will not be accepted as appropriate submittal.

Outside Employment - UAF

The university requires all full-time faculty and exempt staff (9 or 12 month, 30 hours or more per week) who receive paid compensation outside of the university to complete this form. The process should be completed before employment starts for each instance of paid compensation outside of the University. A form should also be submitted during the year if an employee wishes to engage in a new outside employment opportunity. At the end of the year, employees are required to report actual time spent in outside employment during the previous year. The requirement for prior approval of outside employment does not apply to non-exempt staff. However, non-exempt staff are still required to disclose actual or potential conflicts of interest or commitment (COC/COI) on the annual COI/COC form.

Outside commitments and consulting activities by university employees may contribute to the institution's land grant mission and to the dissemination of knowledge and skills. The university recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Such persons may engage in outside employment which contributes to their professional development or correlates to their university roles. Outside employment may not interfere in any substantial way with the employee's duties nor conflict with his or her university's assignments. For the latter, such outside employment should not pertain to university research as defined under Board of Trustees Policy [210.1](#). A Conflict Management Plan (CMP) may be needed for approval of outside employment requests. For instance, outside employment that generates intellectual property, when university employees or students are hired in a start-up company, when university equipment or facilities are used, etc. For more information, please consult Policy [404.0](#), section VI, C., your supervisor, the Office of Research Integrity and Compliance, and/or Technology Ventures.

Completing this form helps the university comply with federal requirements. This form also satisfies requirements from University of Arkansas Board of Trustees Policies on outside employment ([450.1](#)), conflict of interest ([330.1](#)), patents and copyrights ([210.1](#)), and related provisions in the campus policy on disclosure and management of potential conflicts of interest and/or commitment, including outside activity ([Fayetteville Policies and Procedures 404.0](#)).

For more information related to reporting Conflicts of Interest please review the policies above and the [Office of Research Integrity and Compliance website](#). If you have any questions, please email uarkcoi@uark.edu.

The university requires all full-time faculty and exempt staff (9 or 12 month, 30 hours or more per week) to complete this form when they receive paid compensation outside of the university. The process should be completed before employment starts for each instance of paid compensation outside of the

university. A form should also be submitted during the year if an employee wishes to engage in a new outside employment opportunity. At the end of the year, employees are required to report actual time spent in outside employment during the previous year. The requirement for prior approval of outside employment does not apply to non-exempt staff. However, non-exempt staff are still required to disclose actual or potential conflicts of interest or commitment (COC/COI) on the annual COI/COC form.

For more information related to reporting outside employment please review the policies above and the [Office of Research Integrity and Compliance website](#). If you have any questions, please email uarkcoi@uark.edu.

1. Beginning date of outside employment: (Required)

a. current value is MM/DD/YYYY

2. Ending Date (Note that renewal of permission is required every year.):

a. current value is MM/DD/YYYY

3. Title, role, or position of outside employment: (Required)

a. Open Text Box

4. Name of outside employer or contracting entity: (Required)

a. Open Text Box

5. Mailing address of employer or contracting entity: (Required)

a. Open Text Box

6. Location of work site: (Required)

a. Open Text Box

7. Estimated average number of hours per week over employment period (numeric, not text): (Required)

a. Open Text Box

8. Explain the expected schedule (e.g. days, times worked) of outside employment: (Required)

a. Open Text Box

9. Explain how assigned University responsibilities will be covered during any absence, if applicable: (Required)

a. Open Text Box

10. Is the employer or contracting entity a foreign entity? (Required)

- a. Yes
 - b. No
-

11. Do you conduct federally funded research? (Required)

- a. Yes
 - b. No
-

12. If the answer to the two previous questions are both 'yes', give the approximate amount of compensation (a range or specific figure) on an annual basis. Further explanation may be included in comments.:

a. Open Text Box

13. Type of compensation: (Required)

- a. Drop Down
 - i. Monetary Compensation
 - ii. Stock, stock options, or equity
 - iii. In-kind (e.g. equipment, services, supplies, support for grad students)
 - iv. Other (explain in comments)
-

14. Funding source for compensation: (Required)

a. Open Text Box

15. Will University facilities, property, or other personnel be involved in this outside work?: (Required)

- a. Yes
- b. No

16. Could this work contribute to the production of intellectual property (e.g. patent, copyright, trademark, trade secret, etc.) for the employer or contracting entity?: (Required)

a. Yes

b. No

17. What is the expected benefit of the outside employment to your professional development and to the university?: (Required)

a. Open Text Box

18. Additional Comments and Explanations:

a. Open Text Box

19. Optional supporting documentation

At your option, documentation may be included with the request for approval. The **University reserves the right to require** that copies of any proposed contracts or agreements, including consulting agreements, appointment letters, business formation agreements, agreements for use of University facilities, property, or other personnel, or any other documentation be furnished in order to facilitate evaluation of the proposed outside employment.

Please upload only pdf, Word, or Excel files. If multiple files are involved, please combine into a single pdf.

a. Add attachment(s)

20. Optional request for review of FOIA exemption

At your option, you may request that specific information provided as part of your request for approval of outside employment be treated as exempt from public disclosure under the Arkansas Freedom of Information Act (FOIA) or other applicable law because the information falls within a specific, established exemption to disclosure. For example, under Arkansas Code Annotated § 25-19-105(b)(12), personnel records are not required to be publicly disclosed under the FOIA if their disclosure would constitute a “clearly unwarranted invasion of personal privacy.” Likewise, under ACA § 25-19-105(b)(9)(A), records are not required to be released “which, if disclosed, would give advantage to competitors or bidders.”

To request that specific information be reviewed to determine if it may be exempt from public disclosure, upload here a detailed statement of explanation of which specific information you believe is exempt under the law and why. Blanket claims of exemption or submissions which do not identify specific information and a rationale for exemption will be returned to the employee for clarification and may delay approval of the request for outside employment. Specific information which employees claim

is exempt from public disclosure will be reviewed by University officials and a determination made on whether the information is exempt prior to such disclosure. In the event an employee disagrees with the University's determination on the exempt status of records under the Arkansas FOIA, the employee may request an Attorney General's opinion on the matter, consistent with ACA § 25-19-105(c)(3)(B). More information on exemption from public disclosure may be found in [Fayetteville Policies and Procedures 404.0, Disclosure and Management of Outside Activity, including Potential Conflicts of Interest and/or Commitment](#).

Please upload as a single pdf or Word file.

- a. Add attachment(s)
-

21. Certification

By completing this form, I certify that:

I understand that information disclosed to the university may be subject to public disclosure. I understand that I must request that specific information not be subject to disclosure, and I further understand **that all information determined by the University to be not exempt may be released by the University upon public request, without further notice.**

All information furnished is true, accurate, and complete.

I understand that I need to submit a new form each academic year if I continue outside employment or if the terms of outside employment change significantly.

For any external consulting, appointment, or business activity, **I certify that all requirements of [Board Policy 210.1](#) have been satisfied.** This includes in particular:

210.1 I.D.2. External Consulting Agreements. Pursuant to this policy and Board Policies [330.1](#) and [450.1](#), together with any and all campus Conflict of Interest and Conflict of Commitment policies, persons employed, compensated, or appointed by the University may engage in external consulting work or business activities upon the following conditions:

- a. 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 and to the University, including teaching and research obligations.
- b. 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. In addition, it is recommended that any Consulting Agreement contain the following sentence: "Nothing in this Agreement shall be construed to restrict or hinder the Consultant's ability to conduct current or future research or teaching assignments with the University." In the event of a conflict between the Consulting Agreement and this Board of Trustees Policy [210.1](#), the terms of this policy shall control.
- c. The intellectual property developed or created by such employee under a Consulting Agreement shall not be an Invention subject to this policy and may be owned by the

employee or the company or organization for whom the employee consults provided the employee:

- (1) obtains campus authorization prior to starting the consulting or business activity;
 - (2) abides by all applicable Conflict of Interest and Conflict of Commitment policies; and
 - (3) develops or creates such intellectual property without the use of (a) facilities owned, operated, or controlled by the University, (b) a pre-existing Invention owned by the University, or (c) University Research.
- d. **It is the responsibility of the employee to ensure and establish that the intellectual property developed or created pursuant to a Consulting Agreement satisfies the conditions of the preceding Section I.D.2.c.** (Emphasis added)

I have read [Fayetteville Policies and Procedures 404.0](#) on conflict of interest and commitment and that I **will submit an updated disclosure under that policy** if needed.

Please enter today's date in the box below to acknowledge this statement: (Required)

- e. current value is MM/DD/YYYY