

Requests for approval of outside employment

Relevant University policies

During their regular full-time University employment, Oregon State University (OSU) may allow academic faculty up to one day a week for outside employment. This is a privilege, not an entitlement; hence, there is an approval process. The *OSU Faculty Handbook* provides a “Conflict of Commitment Policy” that provides general guidelines and expectations concerning such outside employment.¹ A “Request for Approval for Outside Activities” form is available on the OSU website.²

For professorial-rank research faculty and certain others, OSU requires annual completion of an on-line “Research Conflict of Interest” (COI) declaration.³ This is especially relevant when outside employment involves use of a technology or other intellectual property that is the product of work at OSU. If outside employment is allowable in such instances, a COI management plan is likely necessary.

College of Agricultural Sciences implementation of University policy

This summary describes conditions, process, and responsibilities at the College level whereby requests for approval of outside activities are evaluated, approved (or not), and monitored.

Requests for 15 or fewer days per calendar year of outside employment

College-level approval of outside employment that (1) does not involve conflict of interest and (2) is less than or equal to 15 days a calendar year requires only completion—with appropriate justification—of a “Request for Approval for Outside Activities” and, as shown on the form, subsequent approval by the department head (or other unit leader), the dean of the College of Agricultural Sciences, and the vice provost for Academic Affairs. Those approving such a request must have confidence, based on information provided, that outside employment less than or equal to 15 days per year in no way interferes with job performance.

Requests for more than 15 days per calendar year of outside employment

For requests that involve more than 15 days per calendar year of outside employment, additional detail must accompany the “Request for Approval for Outside Activities” describing (1) how the faculty member intends to manage his or her time that is allocated to OSU responsibilities in relation to time that will be allocated to outside employment, and (2) benefits that likely will accrue to OSU and to the individual’s ability to carry out assigned duties.

Responsibilities of unit leaders

On receipt of a “Request for Approval for Outside Activities,” the unit leader will review the request and make a timely decision. If the unit leader approves, he or she will forward it to the appropriate associate dean, who will then review it and make a recommendation to the dean. The dean will then likewise review the request, make a timely decision and forward it to Academic Affairs for review and approval.

¹ <http://oregonstate.edu/facultystaff/handbook/outsideemp.html>

² <http://oregonstate.edu/admin/hristeam/outemp.pdf>

³ <https://secure.oregonstate.edu/research/coi/>

Once a “Request for Approval for Outside Activities” is approved, the unit leader is responsible for:

- Prior approval of absences for outside employment during the standard 8 a.m. to 5 p.m. workday, Monday through Friday;
- Monitoring and ensuring recording of time taken for outside employment;
- Knowing the identity and location of outside employers; and
- Monitoring to ensure avoidance of conflicts of interest.

It is the faculty member’s responsibility to provide the unit leader with any and all information the unit leader needs to carry out the duties listed above.

Questions and assistance

Faculty members intending to request approval for outside employment are encouraged to discuss their plans with their unit leader well in advance of seeking formal approval, and should allow ample time for the request to be reviewed at each administrative level.

If questions arise or other assistance is needed, faculty members and unit leaders are encouraged to consult their associate dean in the College of Agricultural Sciences.

Source:
Office of the Dean
College of Agricultural Sciences
Oregon State University
February 2011
Filename: Outside employment V6