



UNIVERSITY OF GEORGIA

College of Environment + Design Outside Activities/Consulting Policy

Introduction

Consistent with the Board of Regents Policy on Outside Activities (Policy Manual 8.2.15), teaching, research and public service are the primary responsibilities of faculty. However, the University of Georgia (UGA) considers it reasonable and desirable for faculty members to engage in certain “Outside Work” that includes consulting and other external activities not assigned by UGA if approved through this policy. UGA recognizes that this Outside Work may be mutually beneficial to the faculty and to the University. However, in carrying out this Outside Work, faculty members must adhere to this Policy and must avoid Conflicts of Commitment and Conflicts of Interests that have the potential to negatively impact the University’s interests, compromise objectivity in carrying out University responsibilities, or otherwise compromise performance of University responsibilities. Academic units (colleges/schools) or other units at UGA where faculty have primary appointments may develop guidelines that extend or further define the requirements of this Policy. However, these guidelines must not conflict with this Policy. Any guidelines developed by an academic unit or other units at UGA that further define this Policy must be approved by the Provost’s Office.

The Policy pertains to all full-time faculty at UGA. In order to effectively address all potential Conflicts of Commitment and Conflicts of Interest, all full-time faculty must disclose all proposed Outside Work throughout the entire fiscal year. However, as described in this Policy, the maximum time allowed for approved Outside Work is not limited during non-contract times (i.e. summer months for faculty with academic year contracts).

Policy

The guidelines in this policy follow University of Georgia policy guidelines found in the Academic Affairs Policy Manual 1.07-4.

A faculty member may engage in Outside Work, provided that:

1. All full-time faculty at UGA must disclose all proposed Outside Work at least two weeks in advance throughout the entire fiscal year by completing the Notice of Intent to Complete Outside Work for Pay form located on the Office for the Senior Vice President for Academic Affairs and Provost Website.
2. A faculty member cannot engage in any Outside Work prior to reporting and receiving approval in advance. Failure to receive prior approval will be considered a violation of this Policy.
3. During periods where the faculty member is under contract with UGA, Outside Work must not exceed four (4) days per month or 32 hours per month. Eight hours of consulting time is considered one day. Any portion of the four days or 32 hours (or shorter period per an applicable college/school/unit policy) not used within the month will be forfeited and not rolled over to the next month. Request for exceptions to the maximum allowed number of days or hours per month must be made by the dean or senior most Approver in the unit to the Provost.

4. If applicable, a faculty member may use annual leave hours for any Outside Work exceeding the allowable maximum days, subject to prior approval by the Approvers.
5. During periods where the faculty member is not under contract with UGA (i.e., summer months), there is no limit to the number of days per month the faculty member can engage in Outside Work, as long as that Outside Work receives prior approval through this Policy.
6. Each college/school/unit may adopt an individual policy for a maximum number of allowable days that is less than four days (or 32 hours) per month, in which case the faculty member must follow such college/school/unit policy. If the faculty member has a joint academic appointment, then the faculty member will be bound by the policy of the unit that provides for the greater number of allowable days.
7. Outside Work must not create a Conflict of Commitment or, if it does create a Conflict of Commitment, that Conflict of Commitment must be disclosed and a management plan established and followed before the faculty member performs the Outside Work.
8. A faculty member may not use University personnel, equipment, facilities, or materials in performing Outside Work absent prior University approval obtained through approval of the Notice of Intent to Complete Outside Work for Pay [form](#). Consistent with Board of Regents Policy 8.2.15.2, the faculty member must have prior approval for use of the University's personnel, facilities, equipment and/or materials and an agreed plan for reimbursing UGA for such use at rates equivalent to those charged to outside groups or persons.

Required Actions

Step 1. Faculty Responsibilities. A faculty member who intends to engage in new Outside Work (or ongoing Outside Work that was not previously approved in the current fiscal year) is required to complete a notice of Intent to Complete Outside Work for Pay form and submit it at least two weeks before engaging in the activity. The Notice of Intent is a fillable PDF [form](#) available on the Provost's webpage.

Failure to Disclose

A faculty member cannot engage in any Outside Work prior to reporting and receiving approval in advance as set out in this Policy. Failure to receive prior approval will be considered a direct violation of this Policy. Lack of adherence to this Policy by a faculty member, including failure to accurately and timely disclose all Outside Work, is considered neglect of Primary Responsibilities (Academic Affairs Policy Manual 1.13-1 Grounds for Removal "neglect of duty") and is grounds for disciplinary action, including the possibility of suspension and dismissal.