

## **UAM OPERATING PROCEDURE 455.2**

### **OUTSIDE EMPLOYMENT**

While emphasizing the fact that full-time faculty and staff members (including, but not limited to, senior administrators) 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. Such persons are therefore encouraged to engage in outside employment that 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 the direct supervisor shall be obtained in advance of such outside employment. Each Vice Chancellor's office shall keep records on outside employment by personnel in his/her department and shall prepare an annual report on such outside employment. The report should include actual time spent during the reporting period. Such records shall be reviewed periodically by the appropriate administrators and shall be submitted to the Chancellor by September 30 of each year.

It is the employee's responsibility to make clear that, with respect to the outside employment, he/she is not acting as an agent or representative of the University. University facilities or property shall not be used except with permission of the Executive Council, taking into account the best interests of the University, and the payment of appropriate fees may be required. Prior approval is also required for concurrent employment with another university unit or state agency, pursuant to Arkansas Code Ann. §19-4-1604 and Arkansas Code Ann. §6-63-307.

*Revised: June 19, 2024*

*March 8, 2022*

Prior Approval of Outside Employment  
University of Arkansas at Monticello  
Operating Procedure 455.2

This form implements the University of Arkansas System Board Policy on outside employment (450.1) passed in 1916 and revised most recently in March 2016. **Full-time faculty and full-time staff are required annually or as needed to obtain written approval from their supervisor prior to engaging in outside employment.**

I request approval for outside employment as follows:

Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Average Hours \_\_\_\_\_ per week  or month

The employee is required to state the following on the nature and source of outside employment:

- Name and address of employer:
  
  
  
- Specific explanation of the nature of employment, location, schedule:
  
  
  
- Whether or not the use of University facilities, property or personnel are requested in the employment:
  
  
  
- The expected benefit of the outside employment to professional development and to the University:

Check one of the following:

I affirm that, to my knowledge, this outside employment will not create a conflict of interest or commitment (see Operating Procedure 455.1) in my duties, responsibilities, or obligations to the University of Arkansas at Monticello.

A possible conflict of interest may exist. I disclose the attached explanation of the nature of the potential conflict.

Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Department \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor or Chancellor

\_\_\_\_\_  
Date