

OUTSIDE EMPLOYMENT OF FACULTY AND CERTAIN STAFF MEMBERS FOR COMPENSATION

While emphasizing the fact that full-time faculty and full time, exempt¹ 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 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 the employee's 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 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, Vice President for Agriculture, or chief executive officer for the unit (or a designee who is a senior administrator) 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 department head or dean, 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 & Arkansas Code Ann. § 6-63-307.

May 25, 2023 (Revised) Effective July 1, 2023
March 30, 2016 (Revised)
September 26, 1997 (Revised)
June 11, 1993 (Corrected)
April 30, 1993 (Revised)
June 15, 1990 (Revised)
January 15, 1988 (Revised)
June 19, 1958 (Revised)
June 5, 1916

¹ Exempt under the Fair Labor Standards Act