

## Memorandum

TO: UNL Deans

FROM: Evelyn Jacobson  
Associate Vice Chancellor

DATE: June 2, 2008

RE: Policy: Authorization to Engage in Outside Professional Activity

Please distribute the following policy clarification to Chairs and Heads and ask them to inform their faculty and insure that faculty complete the required application:

### **Policy: Authorization to Engage in Outside Professional Activity**

The University of Nebraska Application for Authorization to Engage in Outside Professional Activity [attached] must be completed by all 9 and 12 month faculty members, not only for such activities occurring during the academic year, but also for such activities that occur during summer months. University Counsel issued the following opinion in 1996:

During summer months faculty members on continuing academic year appointments are still full-time academic-administrative employees and are still subject to the provisions of Section 3.4.5 requiring prior approval to engage in outside professional activity. Everyone needs to keep in mind that Section 3.4.5 of the Bylaws says that staff members are "encouraged to engage in professional activities outside the University." Thus, the requirements of Section 3.4.5 should not be viewed as an imposition, but rather as the University's endorsement and approval of outside professional activity. The review by the University in approving outside professional activity under Section 3.4.5 should act as a shield for the faculty member against complaints of conflict of interest. I agree that a faculty member on an academic year appointment would not need Regental approval during the summer months of outside professional activity that exceeds two days per month, because such outside professional activity would occur at a time other than during the period of the faculty member's full-time employment by the University, which is the academic year.

Because of possible impact on the Disclosure of Interest that must be completed for the Office of Research, the VCR will now be copied on all completed Application(s) for Authorization to Engage in Outside Professional Activity.