

Frequently Asked Questions Request for Approval to Engage In Outside Activity Form

1. To whom do I need to submit the Outside Activity Form?

All faculty and staff, whether part time or full time, are required to submit a form before they engage in any **Reportable** Outside Activity.

Outside employment and other activities of part-time, or clerical and service staff members, that takes place during off hours or during leave time will, in most cases, not divert attention from University duties and will not present a Conflict of Commitment. However, if a specific outside activity may interfere with normal University duties, approval of such outside activity or employment is required.

2. When should I submit an Outside Activity Form?

Disclosure must be made prior to initiating the activity, annually, at a specified time designated by the Provost, at the time of an employee's initial hiring, and whenever the employee's situation changes, such as when an employee engages in a separate or new activity that has not been previously reported.

3. What types of activities need to be reported?

A Reportable Outside Activity is defined as any work, advice or service that may potentially result in a Conflict of Interest or Commitment. Although the following are examples of activities in which disclosure is required, participation in these activities does not automatically constitute a conflict. Although the expectation is that most activities that require disclosure would result from activities performed for an entity other than Columbus State University, please keep in mind that disclosure is required for any activity (even activities at CSU) that would pose a conflict of interest or commitment.

- Participating in any business enterprise as owner, partner, officer, supervisor, manager or in any capacity with management responsibilities.
- Serving as an officer, director, trustee or public representative of a professional association, educational institution, nonprofit organization, national commission or board, or foundation.
- Receipt of funding from an external entity in which an employee has an interest;
- Acting as a consultant (as defined in the policy).
- Assuming responsibility for any course at, or representing oneself as a faculty member at, any other school or in the case of staff, an adjunct faculty member at CSU.
- Conducting external research that would not ordinarily be conducted as a part of the employee's duties with the University.
- Serving on an advisory council or scientific advisory board of a company other than a state or federal agency.
- Performing volunteer work that involves a commitment of time **that may interfere** with the employee's ability to fulfill his/her responsibilities to the University; performing volunteer work that takes place on Saturday or Sunday or outside the regular business or instructional hours of the University generally will not pose a Conflict of Commitment.
- Engaging in employment with or service to an outside entity where compensation in the form of money, services, goods or other consideration of value is received (applies to faculty and exempt employees).

4. What types of activities do not need to be reported?

Employees do not need to submit a Reportable Outside Activity Form for the following **non-compensated** activities:

- Preparing and publishing scholarly communications, such as books, articles and other creative works.
- Reviewing, as a peer, manuscripts and grant proposals.
- Editing scholarly or professional publications or serving on editorial boards for such publications, **if no compensation is involved.**

- Attending or presenting at events sponsored by professional organizations or academic institutions, such as professional meetings, workshops, colloquia, symposia, seminars or training programs.
- Visiting other sites in connection with accreditation, audits, sponsored project reviews or like activities.
- Volunteer work that does not interfere with the employee's ability to fulfill his/her responsibilities to the University.
- Hobbies or recreational activities.
- **Religious activities.**
- An arrangement for a series of consulting visits, or for a two- week block of consulting, or to review manuscripts regularly (or irregularly) submitted by a publisher, would not be considered a single occasion.

5. When is consulting an activity that requires disclosure?

BOR Policy 8.2.15.2 governs consulting activities. The policy provides:

Recognizing that teaching, research, and public service are the primary responsibilities of USG faculty members, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline **for which the individual receives additional compensation** during the contract year.

6. Is running for a political office an activity that requires disclosure?

Yes. BOR Policy 8.2.15.3 governs political activities. The policy provides:

As responsible and interested citizens in a democratic society, USG employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for USG personnel to manage or enter political campaigns while on duty to perform services for the USG or to hold elective political office at the state or federal level while employed by the USG.

Therefore, the following policies governing political activities are hereby adopted:

1. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the USG.
2. Employees may not hold elective political office at the state or federal level.
3. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.
4. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the USG.

7. How do I submit a Reportable Outside Activity for review?

Request for Approval to Engage in Outside Activities form should be completed and submitted for approval via hard copy or e-mail. It is expected that a purely electronic process for submission and review will be developed and implemented at later date.

8. Who should I submit the form to?

The Request for Approval Form should be submitted to your immediate supervisor, who will then submit the Request to the Department Head or Dean who will make the initial determination if the disclosed activity constitutes a conflict of commitment or interest. If the Department Head or Dean does not identify an actual or potential conflict, the

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employee shall be informed in writing, along with the Provost. If an actual or potential conflict is identified, the employee shall be notified in writing, along with the Provost, that the activity or transaction is not approved and the reasons underlying the decision. The Provost shall decide whether the activity constitutes an actual or potential conflict under this Policy.