

# OUTSIDE ACTIVITIES

## FUNDAMENTAL CONSIDERATIONS FOR UF EMPLOYEES

All UF employees, whether 9-, 10-, or 12-month, must obtain advance approval to perform outside activities while on appointment.

### MUST NOT COMPETE WITH OR DO BUSINESS WITH UF



Activities must be consistent with the Florida Code of Ethics and not compete with University services.

#### Special considerations for:

- Buying from or selling goods or services to UF
- Financial interests in entities competing with UF
- Employment or contracts with UF business partners

### MUST NOT INTERFERE WITH PERFORMANCE OF RESPONSIBILITIES TO UF



Commitment to outside entities must not detract from fulfilling UF duties.

Participation must adhere to other UF policy standards and contract obligations, such as data security, intellectual property, etc.

### MUST AVOID USE OF UF RESOURCES



Using UF resources on a more than incidental basis for private gain presents potential state ethics issues.

Using personal resources reduces confusion as to whether UF is involved, sponsoring, or owns the work. Activities must be conducted on one's own time.

## REPORTING ROLES & RESPONSIBILITIES

### EMPLOYEE

- Is transparent
- Requests approval in advance of performing outside activity
- Provides complete information to ensure informed judgment
- Adheres to any management plan
- Accounts for time away from UF, as appropriate
- Informs of any changes

### CHAIR/SUPERVISOR

- Considers nature and appropriateness of outside activity
- Assesses employee's proposed time commitments
- Determines if outside activity would negatively impact employee's UF work performance or inappropriately influence employee's UF role
- Advises whether activity competes with UF programs or services

### DEAN/DIRECTOR/VP

- Reviews activity for appropriateness and allowability from college/unit perspective

### COI PROGRAM

- Performs final review of all disclosures submitted within UFOLIO

### Out-side Ac-tiv-i-ty

/outsīd/ /ak'tivedē/ - noun

#### Definition:

Those activities that draw upon the expertise, knowledge, skills, or abilities employees use to fulfill institutional responsibilities and are performed for outside entities.

#### Examples include:

external employment related to UF expertise  
consulting related to UF expertise  
teaching appointment at another university  
expert witness services  
industry advisory board participation