
OFFICE OF THE CHANCELLOR
UNIVERSITY OF NEW ORLEANS

Administrative Policy & Procedure (AP) 20.3
Effective Date: October 1, 2007
This document supersedes AP 4.1 dated July 1, 1995

Subject: Outside Employment Activities - Policies and Procedures for Approval

PURPOSE

To establish procedures for administrative review and approval of outside employment activities of University personnel as required by PM-11.

DEFINITIONS

University Personnel are all full-time employees including faculty, other academic, unclassified and classified personnel, during regular and summer terms and while on paid or unpaid leave.

Outside Employment is defined as any non-University activity for which economic benefit is received. These include but are not limited to:

Employment with any non-University employer.

Contracts to provide consulting, personal or professional services to non-University individuals or entities, including publishing agreements or arrangements.

Self-employment or operation of a business.

Economic benefits include cash payments or other non-cash economic benefits, e.g., shares of profits, shares of stock, equity participation, etc., provided that such non-cash economic benefits shall not have a present value significantly in excess of fair compensation for the services rendered, and as further outlined in PM-11.

GENERAL POLICY

Outside Employment activities must be disclosed on UNO PM-11 Form A and submitted electronically for review and approval by the appropriate administrator(s). Additional information and additional time for processing may be needed for requests that require the approval of the Chancellor and/or LSU System President. Each request to engage in outside employment must be submitted separately. Blanket approvals will not be granted. All required approvals must be obtained before the outside employment begins. Employees should familiarize themselves with the provisions of PM-11.

See: PM-11: www.lsusystem.lsu.edu/pdf/PM/PM-11.pdf
UNO PM-11 Form A: <https://sharepoint.uno.edu/forms>

AUTHORITY

1. The authority for the issuance of this AP is derived from Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the LSU System.
 2. This document is in accordance with PM-11, dated May 12, 1993, entitled "Outside Employment of University Employees." and is in full compliance with all LSU System regulations.
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GENERAL PROCEDURES

Disclosures of outside employment activities will be submitted and routed as follows:

1. The Employee must submit a completed on-line Disclosure Form A for approval at least ten working days prior to the date the proposed employment is scheduled to commence. In all cases, approval must be received before outside employment begins.
2. The Employee must submit a list of all contracts or other agreements between the University and the outside employer in which the employee is involved on behalf of the University. Such list is to include, to the extent the information is known to the employee, the owners, directors, majority shareholders, or affiliates of the outside employer. Additional information about such contracts may be required by the University upon request.

3. The employee's department chair, director, or supervisor, the college dean or unit head, and the Provost must each evaluate and approve the proposed outside employment activity.
4. Outside employment that requires the Chancellor's approval also requires a written agreement between the employee and the outside entity. Elements that must be included in such agreements are set forth in PM-11 Section V(3)(a) through (h). The agreement should be in the form of written contract, but an executed copy of the Employee-Outside Agency Agreement (Form C) may be used in lieu of the contract.
5. Outside employment that requires the approval of the Chancellor and/or the President may require additional time for processing. Employees are cautioned to submit such requests as far in advance of the proposed employment as practicable. The types of outside employment that require the approval of the Chancellor and/or President are set forth in PM-11. These include but are not limited to:
 - Outside employment with an individual or entity currently doing or actively seeking to do business with the employee's unit at the University;
 - Outside employment that involves teaching, which will result in university level credit for the student;
 - Outside employment yielding results which advance a theory or practice in the employee's field;
 - Outside employment which could be accomplished more appropriately by a contract through the University;
 - Outside employment involving public policy;
 - Outside employment or contracts by employees for professional, personal, consulting, and social services with a department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana.
6. Completed, approved forms, including those requiring approval by the Chancellor, will be stored in UNO's electronic file system. Completed, approved forms requiring approval by the President will be kept on file in the faculty member's personnel folder in Academic Affairs, in the Office of the Chancellor, and with the appropriate Department Chair.
7. Employees must complete an annual online form certifying that they are familiar with the requirements of PM-11 for reporting outside employment and that they have reported all outside employment as required by PM-11.

Timothy P. Ryan
Chancellor