### 3 Standards for UAB Employees’ External Activities

**Be Compatible With UAB Interests**
- Activities must be consistent with UAB’s mission and not compete with University services.
- Special considerations for:
  - Speaking and presenting to be aligned with academic values
  - Expert witness services
  - Teaching for other institutions

**Not Interfer with Performance of Responsibilities to UAB**
- Participation must adhere to other UAB policy standards and contract obligations, such as data security, intellectual property, etc.

**Avoid Use of UAB Resources**
- Using UAB resources for private gain presents potential state ethics issues, which carry criminal penalties for individuals.
- Using personal resources reduces confusion as to whether UAB is involved, sponsoring, or owns the work.
- Activities must be conducted on one’s own time—See UAB HR Policy 128

#### Full-time UAB employees, whether 9- or 12-month, must obtain advance approval to perform external activities.

See [UAB Enterprise Conflict of Interest and Conflict of Commitment Policy](#).

### Roles & Responsibilities

**Participant**
- Seeks advance approval
- Provides complete information to assure informed judgment
- Adheres to any management plan
- Informs of any changes

**Chair/Supervisor**
- Ensures complete information to make an informed judgment
- Ensures all three standards are met
- Don’t approve before outstanding questions or issues are resolved

**SCHOOL DEAN/VP**
- Acts on behalf of chair/dean, who retains authority and responsibility for approval
- Raises questions or concerns
- Document resolution

**Delegate**
- Ensures appropriate review and management has taken place within the unit

**Central**
- No approval
- Once approved, information about external activities to be performed by employees responsible for research is used by Conflict of Interest Review Board

### External Activities

- Defined as those that draw upon the knowledge, skills, or abilities employees use to fulfill institutional responsibilities and are performed for outside organizations. Examples include external employment, consulting, speaking, expert witness services, and advisory board participation. However, there are some important exemptions to the requirement to obtain advance approval, including professional public service activities as defined in UAB policy.

### Request for External Activity Approval

Submit a Request for External Activity Approval at [UAB Electronic Forms](#).

- Contact your school fiscal officer or University Compliance Office at [compliance@uab.edu](mailto:compliance@uab.edu).