

# POLITICAL ACTIVITIES APPROVAL PROCESS FOR UAB EMPLOYEES

## UA BOARD OF TRUSTEES [RULE 304](#):

REQUIRES EMPLOYEES WHO INTEND TO SEEK ELECTION TO PUBLIC OFFICE TO OBTAIN ADVANCE WRITTEN CONSENT OF THE UA SYSTEM CHANCELLOR THROUGH APPROPRIATE UAB REPORTING CHANNELS.

**1**

Employee prepares and signs hard-copy memorandum of intent to seek public office. Memo describes type and term of office and addresses all considerations outlined in Board Rule 304 (see right), including employee's plan for managing potential conflicts of interest and preventing interference with performance of UAB responsibilities.

**2**

Employee sends memo to his/her department head for approval and signature.

**3a**

**FOR COLLEGE/SCHOOL EMPLOYEES**  
Department head sends memo to dean for approval and signature.

**3**

**FOR ALL OTHERS**  
Department head sends memo to relevant Vice President.

**3b**

**FOR COLLEGE/SCHOOL EMPLOYEES**  
Dean sends memo to Provost for approval and signature.

**4**

Provost/Vice President sends memo to Board Liaison for President's approval and signature.

**5**

Upon President's approval and signature, Board Liaison prepares communication to UA Chancellor for approval and signature. Once approved by the UA Chancellor, Board Liaison ensures communication of approval back through President, Provost/VP, dean, department head, and employee.

**6**

Per the [UAB Enterprise Conflict of Interest and Conflict of Commitment Policy](#), employee submits [Request for External Activity Approval Form](#) noting that approval has been obtained as described above. Form is electronically routed for documentation in UAB's database. See the [University Compliance Office](#) webpage on external activities for more on this final step.

May not use UAB resources, time, or property

Make clear it is in private and individual capacity

Make clear no UAB sponsorship nor support

May not interfere with carrying out UAB responsibilities, so must address workload and time away

Potential conflicts of interest must be managed



Contact Board Liaison at [knburdick@uab.edu](mailto:knburdick@uab.edu).