

EXTERNAL ACTIVITIES:

Fundamental Considerations for UAB Employees and Their Supervisors

QUICK REFERENCE GUIDE



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](#).

3 STANDARDS FOR UAB EMPLOYEES' EXTERNAL ACTIVITIES

 <p>BE COMPATIBLE WITH UAB INTERESTS</p>	<p>Commitment to external entities must not detract from fulfilling UAB duties</p>	<p>Using UAB resources for private gain presents potential state ethics issues, which carry criminal penalties for individuals</p>
<p>Activities must be consistent with UAB's mission and not compete with University services</p> <p>Special considerations for:</p> <ul style="list-style-type: none"> • Speaking and presenting to be aligned with academic values • Expert witness services • Teaching for other institutions 	 <p>NOT INTERFERE WITH PERFORMANCE OF RESPONSIBILITIES TO UAB</p> <p>Participation must adhere to other UAB policy standards and contract obligations, such as data security, intellectual property, etc.</p>	<p>Using personal resources reduces confusion as to whether UAB is involved, sponsoring, or owns the work</p> <p>Activities must be conducted on one's own time—See UAB HR Policy 128</p>  <p>AVOID USE OF UAB RESOURCES</p>

External activities are 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.

ROLES & RESPONSIBILITIES

PARTICIPANT

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

CHAIR/SUPERVISOR

- Considers nature of external activity
- Determines fit with performance plan
- Determines how to meet unit's needs
- Assures activity meets UAB standards

SCHOOL DEAN/VP

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

DELEGATES

- Act on behalf of chair/dean, who retains authority and responsibility for approval
- Raise questions or concerns
- Document resolution

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

Employee Participant to-dos:

- 1) Be transparent
- 2) Request approval in advance of performing external activity
- 3) Account for time away from UAB, as appropriate
- 4) Update information if changes occur
- 5) Follow management plans from your chair/school and/or Conflict of Interest Review Board

Supervisor Reviewer to-dos:

- 1) Ensure complete information to make an informed judgment
- 2) Ensure all three standards are met
- 3) Don't approve before outstanding questions or issues are resolved

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



Contact your school fiscal officer or University Compliance Office at compliance@uab.edu.