

**NUMBER:** 1494

**TITLE:** Outside Employment Policy for Administrative and Professional Faculty

**APPROVED:** April 22, 1971; Revised September 26, 1972; Revised September 14, 1984;  
Revised April 26, 2013 (eff. 6/1/13)

*Statement:* This policy recognizes the necessity of providing some opportunities for approved outside employment by administrative and professional faculty (AP faculty) but focuses on the need to devote attention and energy of such persons to the important work of the University. The intention of this policy is to ensure that there is no conflict of interest between an AP faculty member's outside employment activities and the job for which he or she is being employed at the University. Board of Visitors Policy 1421 on Outside Employment does not apply to AP faculty. AP faculty members

9. The approved documentation must be submitted to the Department of Human Resources for filing in the employee's personnel file, with a copy kept on file in the individual's unit.

Failure to comply with this University policy and guidelines may lead to disciplinary action.