

Outside Work Disclosure

If you performed outside work (see *Faculty Handbook* section IV.D reprinted at the end of this form) that is not considered part of your professional activities as a faculty member (i.e., not reported in detail on your CV), please indicate such outside work on this form. Please attach this signed form to your portfolio/CV. (For example, consulting work should be reported here.)

Name: _____

Department: _____

Outside Organization or Enterprise: _____

Amount of Time [hrs. per week]: _____

Starting and Ending Dates of Performance: _____

Nature of Work (please explain):

Do you, or a member of your family (spouse, children, or parents), have any ownership or other interest in the outside organization or enterprise?



No



Yes

If yes, explain:

Are university personnel, facilities, or equipment used in performing the outside work?



No



Yes

If yes, briefly explain including specific equipment and/or university personnel and amount of time each was, or will be, used:

I have read Section IV.D. of the *Faculty Handbook*._____
Signature_____
Date

Signed form should be filed in Department Office with copy to College of Arts and Sciences

Faculty Handbook Section IV.D

Participation in Outside Work

Members of the faculty are free to assist in research or scientific studies conducted by state, regional, and national educational and professional organizations, and in outside work of a professional nature. When such participation necessitates a reduction of teaching load and/or administrative responsibility, or when the expenditure of University funds is involved, it is necessary to secure official approval from the appropriate dean.

1. All outside work of a professional nature by members of the faculty, not a part of the official duties, shall be reported to the Provost and the President by the dean concerned. Members of the faculty shall, as soon as an agreement has been made or work has started, submit to their department head, dean, and the Provost, reports on the nature and extent of outside work. If the outside employer requires the faculty member to sign a patent agreement, such agreement must have prior approval and must be worked out in accordance with the University policy on patents.
2. In no case shall outside employment interfere with specified regular University duties and the effective service of the faculty member. To avoid a conflict of interest, an Ohio University faculty member who is providing instructional services for another institution offering graduate study may in no way provide such services to another Ohio University faculty member or administrator who is enrolled in graduate study at the same institution. In the event that a question arises about the conflict of outside work with effective service to the University, consultation with the faculty member shall be held by his/her department chair person and the academic dean. Decision by the dean, subject to review by the Provost and by the President, shall be final on this point.
3. If a faculty or staff member serving as a consultant to an outside agency or company requires the use of University facilities and/or equipment for purposes of the consultancy, such usage shall be only on an occasional and brief basis, and only with permission of the department chair person or campus dean. Such permission shall include agreement upon any appropriate provisions for liability and/or fees. Should more extensive or frequent usage be needed, the development of a grant or contract between the agency/company and the University would be appropriate.
4. A student engaged in a project related to or part of a consultant's work should be paid by the consultant of the agency/company at a rate appropriate to the task and equivalent to the rate normally paid students for University-sponsored work.