



MEMORANDUM

To: All Full-Time Faculty Members

From: Sue E. Nokes, Ph.D., P.E. *Sue E. Nokes*
Acting Associate Provost for Faculty Advancement

Subject: Consulting and Employment Outside the University

Date: February 1, 2023

Please note this reminder about seeking approval *before* accepting employment outside the university, such as through consulting or with governmental agencies, other educational institutions, businesses, or others. Requests for approval should be submitted via the myUK portal (Go to the “Enterprise Services” tab, then “Workflow.” The Faculty Overload Form link appears on the left under “Workflow Items.”). A [reference guide](#), developed by the College of Agriculture, Food & Environment, provides valuable information in completing the required overload documentation

As stated in the “University Policy” section of the Administrative Regulation concerning Consulting and Other Overload Employment, [AR 3:9](#):

“The University has an obligation to encourage its faculty to assist in the transfer of knowledge from the University into the general community.... Personal participation in professionally relevant consulting activities should enhance a faculty member’s competence as a teacher and a researcher.”

It is imperative that all faculty members avoid any situations in which their involvement in consulting or other employment outside the university may conflict, or appear to conflict, with their university duties and responsibilities. A number of university regulations may apply. In addition to AR 3:9, the following are especially recommended for review and application, as appropriate to your college and discipline:

[AR 7:2 Financial Conflict of Interest Involving Research](#)

[AR 7:6 Intellectual Properties Policy and Procedures](#)

[AR 7:9 Institutional Conflicts of Interest Involving Research](#)

[GR X Regulations Affecting Employment](#)

[GR XIV B. 9 & 10: Conflicts of Commitment and Conflict of Interest](#)

AR 3:14 Practice Plans for Health Science Colleges and University Health Services

Documentation and **prior approval** of employment outside of the university is required. Faculty members on a full-time (0.75 or greater FTE) nine-, ten-, eleven-, or twelve-month basis (including faculty on phased retirement) are required to report all outside employment and/or consulting via the myUK portal *before* engaging in any consulting or other outside employment. Your departmental or college business officer is also available to provide additional assistance.

Once the myUK portal form is completed, the approval workflow process begins, which includes the appropriate department chair (or director), dean, and the Office of the Provost. If the request is denied, decisions may be appealed by the faculty member. With adequate detail when filing, approval rarely takes more than five business days.

A conflict of *commitment* occurs when a faculty member's outside activities interfere with the faculty member's professional obligations to the University of Kentucky, which include obligations to students, colleagues, and the missions of the university and compromises the individual's performance as a full-time university employee. This form of conflict involves a perceptible reduction of the individual's time and energy devoted to their assigned university activities. While outside work during one's non-assignment period, authorized leave, vacation period, or during university-observed holidays does not create a conflict of commitment, faculty who plan to consult or to undertake employment outside the university during their non-assignment period are required to file the request through the myUK portal to ensure that the outside work does not create a conflict of *interest*.

A conflict of *interest* occurs when a faculty member's outside activities create a conflict between the faculty member's private interests and obligations to the university or, more specifically, when an individual uses their university position to further their own private interests or the interests of any members of their family. Faculty (nine-, ten-, eleven-, or twelve-month) who have ongoing non-UK employment in or outside their contract assignment period are encouraged to file through the myUK portal without concern for disclosure of previously unfiled requests. Lastly, professional services covered under university-enacted professional service plans (AR 3:14 link above) are excluded from this approval process.

For questions regarding AR 3:9 (link above) or its interpretation or application, contact the Office for Faculty Advancement at 859-323-6589.

RSD/sen/rk