Rutgers University
Outside Employment Form Instructions for Faculty and Academic Administrators

July 1, 2014 – June 30, 2015 (Current Fiscal Year)

Each Rutgers regular salaried faculty member[1] and regular salaried staff member must fill out an outside employment form when requested by the University.

These instructions are for the outside employment form for regular salaried faculty and for academic administrators.[2] Regular salaried staff members fill out a different Outside Employment Form.

The form should be used to report all non-Rutgers paid outside employment for the prior fiscal year (July 1, 2013 – June 30, 2014). To the extent foreseeable, the form should also include expected outside employment activities for the current and ongoing fiscal year (July 1, 2014 – June 30, 2015). Note: it is understood that any report of expected outside activity for the current and ongoing academic year is subject to change. New faculty members and new academic administrators do not have to report outside employment in which you engaged prior to your employment at Rutgers. Activities conducted in a scholarly capacity should not be reported on this form (see below).

Licenses

You should disclose on this form if you hold a professional license from the State. Rutgers collects this information because of a State requirement. However, because Rutgers is not in the Executive Branch of State government generally these activities have not been viewed as creating a conflict.

Outside Employment

Outside employment that should be reported on this form is any paid work for which the faculty member or academic administrator[2] is compensated by a source other than Rutgers (including, part-time employment, self-employment, consulting or serving on the board of a company).

[1] Regular salaried faculty includes all tenured, tenure track, non-tenure track, and clinical faculty. Not included within this group are teaching assistants, graduate assistants, co-adjutants, post-doctoral fellow, casual hourly employees, and part-time lecturers.

[2] Academic administrators are tenured members of the faculty who are currently not in the faculty bargaining unit because they perform academic administrative duties.

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Note: Faculty Scholarly Capacity Activities should not be reported on the Outside Employment Form.

Faculty may receive payments for honoraria or expense reimbursement from third parties for activities conducted in a scholarly capacity (such as payments from third parties associated with giving a presentation or lecture). Those activities should be reported annually on the Rutgers Annual Disclosure Form for Payments and Expense Reimbursement from Non-University Sources for Acting in a "Scholarly Capacity."

For more information on the distinction between "outside employment" and payments for acting in a "scholarly capacity" please visit the university's Ethics Website Frequently Asked Questions.

Conflict with University Employment

The primary obligation of every Rutgers employee is to the university. It is the responsibility of all Rutgers employees to avoid actual or potential conflicts of interest. Please refer to the Rutgers Code of Ethics, the Rutgers Plain Language Ethics Guide and the university Ethics Website for guidance as to what constitutes a conflict of interest.

The university does not set any limits on the amount of compensation a university employee can receive through outside employment. Nor does the university set an absolute limit on the amount of time an employee can spend on outside employment. However, faculty who engage in outside activities more than 5 days a month must seek approval from the University for these activities and must report on them twice a year (University Policy 60.5.8, Sections J and K).

If any employee engages in any outside activity that is so time-consuming as to interfere with his or her obligations to Rutgers, there is a conflict of commitment. The form asks for information concerning the amount of time devoted to outside employment because this is a gauge of how significant the outside employment is and can also indicate whether the potential exists for a conflict of commitment.

You will state on this form whether income from an outside employment activity is $5,000 or more during a reporting period.

An employee with a nine month contract has no potential conflict of commitment issue regarding time spent on outside activities during the summer and need not seek approval when such activities take more than 5 days a month during the "summer." Nonetheless, it is still possible for outside employment during the summer to be a conflict of interest with university work and therefore all outside employment should be reported on this form including the "summer."

When in doubt about the applicability of this policy to any activity ask your chair or immediate supervisor for advice.

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Submission of Forms

New Faculty and new Academic Administrators should submit signed forms during New Employee Orientation.

When requested, existing Faculty should submit signed forms to their chair or dean. The chair shall forward forms to the appropriate dean who, if applicable, will forward to the Chancellor. This official shall forward forms to the Office of the Executive Vice President for Academic Affairs.

When requested, existing Academic Administrators shall submit signed forms to the Office of the Executive Vice President for Academic Affairs, or, if appropriate, the Chancellor, who shall forward the forms to the Office of the Executive Vice President for Academic Affairs.

Employee Name: _____

Rutgers University
Outside Employment Form
Faculty and Academic Administrators

July 1, 2014– June 30, 2015 (Current Fiscal Year)

Each Rutgers regular salaried faculty member[1] and regular salaried staff member must fill out an outside employment form when requested by the University. This form is to report outside employment for *regular salaried faculty and for academic administrators*[2]. There is a different employment form for all regular salaried staff.

The form should be used to report all non-Rutgers paid outside employment for the prior fiscal year (July 1, 2013 – June 30, 2014) period. To the extent foreseeable, the form should also include expected outside employment activities for the current and ongoing fiscal year (July 1, 2014 – June 30, 2015). Note: it is understood that any report of expected outside activity for the current and ongoing academic year is subject to change.

Activities conducted in a scholarly capacity[1] should not be reported on this form.

Employee Name: _____

Title: _____

Campus Address: _____

Department: _____

1A. **Do you hold a professional license in New Jersey?**

☐ Yes. ☐ No.

Type: _____ Date Issued: _____

[1] Regular salaried faculty includes all full-time tenured, full-time tenure track, full-time non-tenure track, and full-time clinical faculty. Not included within this group are teaching assistants, graduate assistants, co-adjutants, post-doctoral fellows, casual hourly employees, and part-time lecturers.
[2] Academic Administrators are tenured members of the faculty who are currently not in the faculty bargaining unit because they perform academic administrative duties.

1B. Are you actively engaged or do you intend to engage in the activity for which you possess the professional license during the current fiscal year?

☐ Yes ☐ No ☐ N/A

2 A. **Outside Employment to be completed by *new* faculty members and new academic administrators only:**

☐ Yes, I plan to engage in outside employment during the current fiscal year (July 1, 2014 – June 30, 2015.)

☐ No, I do not plan to engage in outside employment during the current fiscal year (July 1, 2014 – June 30, 2015.)

If you answered "Yes," please answer Questions 3-6 for each activity. If you answered "No," please sign the last page and submit.

2 B. **Outside Employment to be completed by *existing* faculty members and new academic administrators only:**

☐ Yes, I am presently engaged in outside employment or I plan to engage in outside employment during the current fiscal year (July 1, 2014 – June 30, 2015.)

☐ Yes, I have engaged in outside employment during the preceding fiscal year (July 1, 2013 through June 30, 2014.)

☐ No, I have not engaged in outside employment during the preceding fiscal year (July 1, 2013 through June 30, 2014) and I do not intend to engage in outside employment during the current fiscal year (July 1, 2014 through June 30, 2015.)

If you answered "Yes," please answer Questions 3-6 for each activity. If you answered "No," please sign the last page and submit.

3. (a) **Name of outside employer**. Please indicate if you are an owner, partner, corporate officer, director or trustee.

Address:

4. **Nature of business of outside employer:**

Brief description of your duties for outside employer:

5. **When does/did the employment begin and end?** **Begin:** **End:**

Days worked per week **Hours worked per day**
(*If prospective then give good faith estimate of days and hours to be worked*)

Describe the amount of time you work for this outside employer if the above does not apply:

6. **Earnings**
   a. **During the last fiscal year (July 1, 2013 – June 30, 2014) did you receive compensation from this outside employer in the amount of $5,000 or more?**

☐ Yes ☐ No

   b. **Do you anticipate over the current fiscal year (July 1, 2014 – June 30, 2015) receiving compensation from this outside employer in the amount of $5,000 or more?**

☐ Yes ☐ No

If you need to list more than more outside employer, please copy extra pages as necessary.

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Employee Name: _____

I certify that the information that I have provided is true. I understand that if I fail to report outside employment and it turns out to create a conflict of interest, I may be subject to discipline.

Employee Acknowledgement:

_____

Signature of Employee *Date*

Chair or Dean Acknowledgement:

_____

Signature of chair or dean/supervisor *Print Name* *Date*

Where to submit forms:

- *New Faculty and new Academic Administrators submit this form as part of New Employee Orientation.*
- *Existing Faculty: Faculty shall forward their signed forms to the chair or dean. The chair shall forward the forms to the appropriate dean and if applicable, Chancellor. This official shall forward forms to the Rutgers Ethics Liaison Officer.*
- *Existing Academic Administrators shall submit their signed forms to the Office of the Executive Vice President for Academic Affairs, or, if appropriate, the Chancellor, who shall forward the forms to the Rutgers Ethics Liaison.*

You may want to keep a copy of this completed form for your records.