

Rutgers University Outside Activities Report Form Instructions

Each full-time Rutgers employee must fill out this form annually by September 30th. On this form each employee should report all non-university paid outside activities for a fiscal year period (i.e. July 1 to June 30). The form asks for information regarding activities engaged in during the last fiscal year and also information regarding anticipated outside employment during the current fiscal year. 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 and, if so, whether you represent parties other than Rutgers before State agencies. Rutgers collects this information on account of a State requirement to do so. However, because Rutgers is not in the Executive Branch of State government generally these activities have not been viewed as creating a conflict.

Outside Activities

An outside activity that should be reported on this form is any paid work for which the employee is compensated by a source other than Rutgers (including, part-time employment, self-employment, consulting and serving on the board of a company).

If a staff employee charges annual leave, personal leave or vacation time to engage in this activity or a faculty member charges the time to the “5 days a month” allowance as permitted in Policy 60.5.8 Conflicts of Interest, Professional Activities Outside the University and Outside Employment for Academic Personnel, then it is most likely an outside activity.

If the outside activity is in the employee’s professional area of expertise but is non-academic work (e.g. consulting, product development or marketing) and is not intended to lead to publication it is much more likely to be an outside activity.

If Rutgers approves an activity and pays or reimburses the employee’s expenses for such activity as well as approving work time to engage in that activity then it is part of the employee’s official duties. This kind of activity does not need to be reported.

Activities in a Scholarly Capacity Should Not be Reported on This Form

Compensation earned for activities conducted in a scholarly capacity 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.”

Acting in a “scholarly capacity” means any pedagogical, academic, artistic, educational or similar or other scholarly activity performed by a Rutgers employee. Examples of actions taken in a scholarly capacity may include any of the following or similar activities:

1. Attending, participating in, or making presentations at colloquia, seminars, conferences, or similar gatherings.
2. Developing scholarly work in the form of books or journal articles, media productions, and similar works.
3. Serving as a member or as an officer of a professional or scholarly organization.
4. Serving on or advising a federal, state, or local government agency committee, panel, commission or a not-for-profit organization.
5. Acting in an editorial capacity for a journal or other publication.
6. Reviewing journal or book manuscripts, or grant or contract proposals, or participating in accreditation or other peer review activities.

One rule of thumb is that if the activity is related to the employee’s area of research and is intended to lead to publication it is scholarly activity.

Conflict of Commitment and Conflict of Interest

The university encourages outside activities especially those that enhance an employee’s professional expertise and experience. No employee, however, should engage in any outside activity that will detract or interfere with his or her execution of professional responsibilities to the university. This form asks threshold questions to determine whether the potential exists for a conflict of commitment or a conflict of interest.

The primary professional obligation of every full-time Rutgers employee is to the university. If any employee engages in any outside activity that is so time-consuming as to interfere with his or her professional obligations this is a conflict of commitment. The form asks for information concerning the amount of time an employee devotes to outside activities because this is a gauge of how significant the outside interest is and can also indicate whether the potential exists for a conflict of commitment. Note that though this form only asks for information concerning paid work outside the university it is actually possible to have a conflict of commitment if one engages in volunteer activities that take time away from one’s professional obligations 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 for guidance as to what constitutes a conflict of interest. All actual or potential conflicts of interest should be disclosed and reviewed, managed, mitigated or eliminated. Review and approval of the activity by the university affords protection to the employee from accusations of inappropriate behavior.

The form asks whether the employee has earned or anticipates earning more than \$10,000 in the reporting period because, similar to the questions regarding time expended on outside



activities, this is a useful gauge as to the significance of the outside activity and also indicates whether or not a potential exists for a conflict of interest.

The university does not set any limits on the amount of compensation an employee can receive through outside activities. Nor does the university set an absolute limit on the amount of time an employee can spend on outside activities. 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 J and K).

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 the employee to have a conflict of interest and therefore all such activities should be reported on this form.

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



Rutgers University Outside Activity Report Form

The purpose of this form is to identify outside activities of full-time employees. The form must be completed annually and returned to your chairperson or supervisor by September 30 of each year. For more information, visit <http://uhr.rutgers.edu/ethics> .

Name: _____

Campus address: _____

Department: _____

1. **Do you hold a professional license from the State** (e.g. law, accounting, chiropractor, medicine)?

☐ Yes ☐ No

If yes, what license do you hold? _____

If yes, have you, in the past twelve months, represented any party besides the university in your licensed professional capacity before any State agency?

☐ Yes ☐ No

If yes, please explain briefly. _____

2. **Are you currently engaged in any compensated professional activities outside of or in addition to your Rutgers employment that are not included in your "scholarly capacity"?**

☐ Yes ☐ No

If Yes, you must answer question 3 for each activity. If No, answer remaining questions on the last page, sign, and submit.

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

Address: _____

Nature of business of outside entity: _____

Brief description of your duties for outside entity: _____

Days worked per week (if prospective then give good faith estimate of days to be worked): _____ **Hours worked per day:** _____

During the last fiscal year (July 1 – June 30) did you receive compensation for this outside activity in excess of \$10,000?*

☐ Yes ☐ No

Do you anticipate, over the next fiscal year (July 1 – June 30) receiving compensation for this outside activity in excess of \$10,000?

☐ Yes ☐ No

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

Address: _____

Nature of business of outside entity: _____

Brief description of your duties for outside entity: _____

Days worked per week (if prospective then give good faith estimate of days to be worked): _____ **Hours worked per day:** _____

* Note: This figure is used to define the threshold for disclosure in the federal regulations concerning potential bias in the design, conduct, or reporting of research.

Over the last fiscal year (July 1 – June 30) did you receive compensation for this outside activity in excess of \$10,000?

☐ Yes ☐ No

Do you anticipate, over the next fiscal year (July 1 – June 30) receiving compensation for this outside activity in excess of \$10,000?

☐ Yes ☐ No

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

Address: _____

Nature of business of outside entity: _____

Brief description of your duties for outside entity: _____

Days worked per week (if prospective then give good faith estimate of days to be worked): _____

Hours worked per day: _____

Over the last fiscal year (July 1 – June 30) did you receive compensation for this outside activity in excess of \$10,000?

☐ Yes ☐ No

Do you anticipate, over the next fiscal year (July 1 – June 30) receiving compensation for this outside activity in excess of \$10,000?

☐ Yes ☐ No

If you need to list more than three (3) outside entities please copy extra pages as necessary.

4. **Do any of your outside activities involve any other University employee or student for whom you have supervisory or advisory responsibilities?**

Note: This may require preapproval, please discuss with your chair or supervisor.

☐ Yes ☐ No

If yes, please explain briefly: _____

5. **Do your outside activities involve a grantor or sponsor of research at Rutgers?**

☐ Yes ☐ No

If yes, please explain briefly: _____

6. **Do your outside activities involve a licensee of university intellectual property?**

☐ Yes ☐ No

If yes, please explain briefly: _____

This form should be completed and submitted to your immediate supervisor or chairperson by June 30th.

Employee Acknowledgement:

Signature of Employee

Date

Chairperson/Supervisor Acknowledgement:

Signature of Chairperson/Supervisor

Print Name

Date

The chairperson shall forward the signed forms to the appropriate Dean who, in turn, shall forward them to appropriate Vice President.

The supervisor shall forward them to the appropriate Vice President.