

*** RESEARCHERS ONLY***
THE UNIVERSITY OF TEXAS AT SAN ANTONIO
REQUEST FOR PRIOR APPROVAL OF OUTSIDE ACTIVITY

See Page 2 for guidance in completing the following information.

Employee Name: _____

Employee Title: _____

Employee Department: _____

Approval is requested to engage in the following outside activity.

Select Type of Activity:

Entity Name: _____

Address: _____ State: _____ Zip: _____

City: _____

Role, position or type of duty held at entity (e.g., consultant, service provider, board member, speaker, owner, shareholder, volunteer work, etc.):

Briefly describe activity to be performed (e.g. scope of work or service performed):

Amount of time to be spent in outside activity per week: _____

Activity will begin: _____ and continue through: _____

Certification

I certify to the best of my knowledge and belief that the information provided by me above is true and accurate.

I acknowledge that I have read and will abide by the HOP 1.33 and HOP 10.04, as applicable, and will perform the requirements contained in any plan set forth to manage a potential Conflict of Interest or Conflict of Commitment.

Signed: _____ Date: _____

APPROVED BY:

Supervisor Signature

Date

Supervisor Name

Supervisor Title

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Additional Information on the Request For Prior Approval of Outside Activity Form

UTSA employees may engage in Outside Board Service or Activity, so long as the activity may does not violate State laws or U. T. System or UTSA rules or policies governing the conduct of employees (including ethics standards), provisions prohibiting Conflicts of Interest and of Commitment, and the use of UTSA resources.

Please note that approval must be obtained via the request for Approval of Outside Activity Form before engaging in any outside activity and must be renewed each fiscal year.

a. Approval requirements apply to:

- i. all full-time members of the faculty employed on a 12-month or 9-month basis;
- ii. part-time members of the faculty only if the activity reasonably appears to create Conflict of Interest;
- iii. all full-time Exempt Staff; and
- iv. part-time Exempt Staff only if the activity reasonably appears to create Conflict of Interest.

b. Approval is required prior to engaging in the following activities, except as noted at (c), below, for:

- i. all outside employment or other compensated Outside Activities;
- ii. all service on Outside Boards; and
- iii. any uncompensated activity that could appear to a reasonable person to create a Conflict of interest or Conflict of Commitment.

c. Pre-Approved Activities. The following activities are “pre-approved,” such that approval need not be obtained prior to engagement in the activity nor do these activities require electronic disclosure beyond that required under UTSA HOP policy 10.04 *Conflicts of Interest in Research and Intellectual Property*. These kinds of activities must clearly contribute to UTSA's mission or provide important elements of faculty or staff development related to their institutional responsibilities and may include, but are not limited to, the following:

- i. Serving on a federal, state, or local government agency, committee, panel, or commission.
- ii. Acting in an editorial capacity for a professional journal.
- iii. Reviewing journal manuscripts, book manuscripts, or grant or contract proposals.
- iv. Attending and presenting talks at scholarly colloquia and conferences.
- v. Developing scholarly communications in the form of books or journal articles, movies, television productions, and similar works, even when such activities result in financial gain, consistent with intellectual property and other applicable System and institution policies and guidelines.
- vi. Serving as a committee member, an officer, or a board member of a professional or scholarly society, school board, or non-profit organization.
- vii. Accepting a commission for an artistic work or performance that is considered an integral part of a faculty member's academic portfolio (e.g., a work of art or a dance performance).

Note: Outside Activities and Outside Board Service during the summer (i.e., those months in which a faculty member on a 9-month appointment does not have an employee appointment) are considered pre-approved, requiring no further approval, unless the Outside Activities or Outside Board Service reasonably appears to create a Conflict of interest, in which case prior approval is required.

Definitions:

Conflict of Commitment: A state in which a UTSA employee's activities on behalf of an outside association, or an activity, could directly or significantly interfere with the employee's fulfillment of their institutional responsibilities as created by competing demands on the individual's time allocation. A Conflict of Commitment exists whenever an employee's primary professional loyalty is not to the timely completion of his/her UTSA obligations. It also includes the employee's use of State property without authority in connection with Outside Activities or Board Service.

Conflict of Interest: A significant outside interest of a UTSA employee or one of the employee's Immediate Family Members that could appear to a reasonable person to directly or significantly affect the employee's performance of their institutional responsibilities. The proper discharge of an employee's institutional responsibilities could be directly or significantly affected if the employment, service, activity or interest: (1) might tend to influence the way the employee performs his or her institutional responsibilities, or the employee knows or should know the interest is or has been offered with the intent to influence the employee's conduct or decisions; (2) could reasonably be expected to impair the employee's judgment in performing his or her institutional responsibilities; or (3) might require or induce the employee to disclose confidential or proprietary information acquired through the performance of institutional responsibilities. Employees should use their judgment in determining what activities could appear to a reasonable person to interfere with their professional obligations to UTSA and should consider how reasonable individuals (including their supervisor and the general public) will view their outside interests.