

**Statement of Policy on Outside Employment**

1. The term faculty, as used below, means a person in the service as defined in ORS 240.207.
2. Unclassified faculty may engage in outside consulting or other work so long as it does not impair their primary obligation to the institution and its support of the academic integrity of the institution as well as the faculty member's interdepartmental relationships.
3. Laboratory and other institution facilities and resources, including support staff and stationery, shall not be used in outside work for which the faculty member receives remuneration unless expressly authorized by the Provost, dean, chair and/or affected department heads.
4. Remuneration received in accordance with IMD 4.005 and 4.010 from sources outside of the Oregon University System shall be considered official salary, honorarium, or reimbursement of expenses for purposes of ORS 244.040 and shall not be considered a potential or actual conflict of interest for purposes of the Oregon Public Officials Ethics laws.
5. Review by the chair will take place after receiving a written request containing the following information:
  - a. Type of work or consulting to be provided;
  - b. Nature of relationship;
  - c. Anticipated time commitment;
  - d. Expected benefits to the entity, faculty member and institution;
  - e. Need for use of any institutional facilities or support personnel and how the institution will be reimbursed for its full cost; and
  - f. Financial arrangements pertaining to funding sources of compensation, including equity ownership and other forms of economic value provided the faculty member or any immediate member of the faculty member's family.
6. The chair will consider all of the above items when reviewing a request. The University reserves the right to determine whether the proposed activity is directly competitive with any of its academic programs and, if so determined, to disapprove the proposed activity. In addition, the following will be considered:
  - a. Contributions of the relationship to the faculty member's primary obligations to the institution and its support of the academic integrity of the institution as well as the faculty member's interdepartmental relationships;
  - b. Prospective non-financial benefits to the faculty member and the institution;
  - c. The average time commitment over the academic term with special emphasis being placed upon not exceeding the guidelines contained in the section entitled "Time Designation" unless prior approval has been granted;
  - d. Assurance that the outside activity does not interfere with the faculty member's institutional responsibility including research, teaching, student advisement, and other institutional assignments. Special attention must be given to the intellectual property interests of students who may create and claim ownership to such property developed in the process of completing their academic programs; and

- e. Appropriateness of the use of any institutional support personnel and/or the use of any institutional facilities.
7. Confidential information disclosed by the faculty member and a record of the administration's action on the request shall be placed in the faculty member's confidential personnel file which is subject to the protection of the Faculty Records Statute, except as provided by ORS 351.067.
8. A faculty may appeal the decision of the chair and dean to the Provost and to the President of WOU. The President's decision will be final.
9. The President of WOU, or his/her designate, will report to the Chancellor's Office by August 31st of each year any changes in institutional policy and the method of monitoring the procedures which have been adopted.
10. It is expected that faculty members will conduct themselves in a manner which reflects their commitment to the profession that they serve. If that is not the case and sanctions need to be taken against a faculty member, the procedures contained in Articles 4 through 8 of the most current Collective Bargaining Agreement between Western Oregon University and the Western Oregon University Federation of Teachers will be followed for individuals covered by the bargaining agreement. For excluded personnel, the procedures outlined in OAR 580-21-325 through OAR 580-21-470 and OAR 574-10-065 through OAR 574-10-070 will be followed.
11. This policy on Outside Activities and Related Compensation for WOU will be submitted to the Chancellor's Office for review and approval and will remain in effect until revised and approved.