Outside Activity

You probably have lots of questions about outside activity: What is an outside activity? What am I required to do? How do I disclose? Where do I go for guidance about my specific situation?

This compliance-in-a-nutshell document will answer many of your questions, and will provide you with guidance that will help you do the right thing; however, this guidance is not intended to substitute for an employee’s consultation of official USF regulation or policy.

WHAT IS AN OUTSIDE ACTIVITY? An outside activity is any activity not part of your USF System duties and for which the USF System does not compensate you.

WHAT AM I REQUIRED TO DO? All USF System employees are required to disclose and receive prior approval for outside activity that involves any of the following:

1) Using USF System facilities, equipment, or services
2) Supervising a USF System student or employee
3) Waiver or assignment of right to inventions or works
4) Candidacy for public office
5) Compensated activity, depending on your employee type as follows:
   a. Faculty must disclose professional compensated activity; whereas,
   b. Administrative, Staff, or Temporary employees must disclose any compensated activity
6) Any other activity you should reasonably conclude may create a conflict of interest or commitment

HOW DO I DISCLOSE? Beginning July 1, 2014, all USF System employees are required to disclose their proposed outside activity in eDisclose; except for USF Health Faculty who will continue to use USF Health’s Reporting Outside Activities Database (ROAD). Outside activity disclosures are sequentially reviewed by institutional officials based on the hierarchy in the disclosing employee’s organizational unit.

WHERE DO I GO FOR GUIDANCE ABOUT MY SPECIFIC SITUATION?
Talk to your Supervisor. Consult USF System Policy 0-027. Contact the appropriate office for your employee type as follows:

Faculty: Office of the Senior Vice Provost at (813) 974-2267 or email mdsmith8@usf.edu
USF Health Faculty: USF Health Faculty & Academic Affairs at (813) 974-1676
Administration, Staff, or Temporary Employees: USF System Compliance & Ethics at (813) 974-2705 or email them at eDisclose@usf.edu