

## Outside Activity

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 employment, private practice, private consulting, teaching, research, service on boards or commissions, or any other activity, compensated or uncompensated, which is not part of the employee’s assigned duties or for which USF does not provide exclusive compensation.

**WHAT AM I REQUIRED TO DO?** All USF Employees (Faculty, Administration, Staff, and Temporary positions) must disclose and receive **prior** approval for any proposed outside activity involving one or more of the following:

- 1) **Using USF facilities, equipment, or services**
- 2) **Supervising a USF student or employee**
- 3) **Waiving or assigning right to inventions or works**
- 4) **Candidacy for public office**
- 5) **Compensated activity**, depending on your employee position type as follows:
  - a. Faculty must disclose professional compensated activity; whereas,
  - b. Administration, 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**
- 7) FOR RESEARCHERS. Activities **related to their expertise**.

“Researchers” are USF Employees engaged in the design, conduct or reporting of research, regardless of their position type (faculty, administration, staff or temporary).

STATE-MANDATED CONSEQUENCES FOR RESEARCHER NONCOMPLIANCE. Potential suspension without pay pending the outcome of an investigation. Consult [USF Policy 0-027](#) for more information.

**HOW DO I DISCLOSE?** Disclose your outside activities involving any of the above types of activities in [eDisclose](#). Outside activity disclosures are sequentially reviewed by the disclosing employee’s Supervisor, Manager, and Senior Manager, based on GEMS records.

### WHERE DO I GO FOR GUIDANCE ABOUT MY SPECIFIC SITUATION?

Talk to your Supervisor. Consult [USF Policy 0-027](#). Contact the appropriate office for your employee position type as follows:

<i>Position Type</i>	<i>Appropriate Office</i>	<i>Phone</i>	<i>Email</i>
Faculty	<a href="#">Office of the Senior Vice Provost</a>	(813) 974-5649	ebell@usf.edu
Health Faculty	<a href="#">USF Health Faculty Affairs</a>	(813) 974-1676	ojoanow@usf.edu
Administration, Staff & Temporary	<a href="#">Office of Compliance &amp; Ethics</a>	(813) 974-4373	eDisclose@usf.edu