

## 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?** Any activity (compensated or uncompensated) **not** part of a USF employee's assigned duties **OR** for which USF does not provide exclusive compensation. Examples of outside activities include, but are not limited to, private practice, private consulting, teaching, research, service on boards or commissions, compensated travel, reimbursed travel, or similar activities.

**WHAT IS COMPENSATION?** Any form of payment or benefit received from an organization or individual, not exclusively provided by USF. Examples of compensation include, but are not limited to, salaries, wages, consulting fees, stipends, complimentary travel, reimbursed travel, honorarium, research funding, publication funding, or career advancement opportunities.

**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 USF Researchers:**
  - a. **Activities related to their expertise, which are done for entities or individuals other than USF; and**
  - b. **Anything of value not exclusively provided by USF**

**WHAT HAPPENS IF I DO NOT DISCLOSE AND RECEIVE PRIOR APPROVAL?** USF Employees who fail to comply with the disclosure requirements outlined in [USF Policy 0-027](#), you may be subject to progressive disciplinary action, in accordance with established policies and any relevant collective bargaining agreements, up to and including termination. Please 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 eDisclose help desk at 813-974-5403 or [eDisclose@usf.edu](mailto:eDisclose@usf.edu).