“ **University of Colorado Boulder**

**REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT**

 **(APPLICABLE TO UNIVERSITY EMPLOYEES OTHER THAN TENURED AND TENURE TRACK FACULTY[[1]](#footnote-2))**

I, (“Employee”), request approval to engage in the outside employment/consulting/financial interest fully described by me in Attachment A to this document.

I) I understand that State of Colorado laws and university policy require that I accord the university my primary professional loyalty, and that:

1. I must disclose my proposed employment with or service to an external organization when that affiliation could affect or appear to affect my responsibilities and duties (e.g. my decisions and judgment, my time, my use of resources, my relations with other employees or students) to the university;
2. I must seek advance written approval from my supervisor or appointing authority (hereinafter “supervising authority”) and any other appropriate university official to engage in outside employment or service as a consultant or board member; and
3. Any outside employment must not present a conflict of interest or commitment with the university or adversely affect the performance of my duties.

II) Furthermore, I acknowledge and agree that if my proposed association (Attachment A) is approved, I:

1. Will continue to act in the best interest of the university and arrange outside obligations, financial interests, and activities so as to not compromise my overriding commitment to the university;
2. Will not perform work for, or on behalf of, another entity during my normal university working hours (excluding vacation leave or unpaid leave time);
3. Will conduct my affairs so that neither I nor the entity in which I have an affiliation derive private gain from my association with the university, except after appropriate disclosure to, and express written approval by my supervising authority and any other appropriate university official;
4. **Will not make decisions on behalf of the university (but will elevate such decisions to my supervising authority), if ever those decisions benefit or appear to benefit me or the entity with which I am affiliated or have a financial interest**;
5. Will not divert or use university resources (including but not limited to student services, employee services, administrative services (including procurement), facilities, equipment, software, intellectual property, contracts, opportunities, funds) for the benefit of myself or any entity in which I have an affiliation, except after appropriate disclosure to, and express written approval by my supervising authority and any other appropriate university official; and
6. Will abide by all other aspects of relevant university policies, including [Regent Policy 8:](https://www.cu.edu/regents/policy/8#:~:text=A%3A%20Principles%20of%20Ethical%20Behavior,of%20legal%20and%20ethical%20conduct.) Conduct of Members of the University Community, [APS 4016](https://www.cu.edu/ope/aps/4016) [Employee’s Fiscal Code of Ethics](https://www.cu.edu/sites/default/files/F_Fiscal-Code-of-Ethics_Empl.pdf), and [APS 2027](https://www.cu.edu/ope/aps/2027): Code of Conduct and other university policies and procedures as applicable.

For more information regarding your ethical responsibilities related to transparency with and loyalty to the University of Colorado (“university”), please refer to [Regent Policy 8:](https://www.cu.edu/regents/policy/8#:~:text=A%3A%20Principles%20of%20Ethical%20Behavior,of%20legal%20and%20ethical%20conduct.) Conduct of Members of the University Community, [Colorado Personnel Board Rules 1-13 and 1-14](https://spb.colorado.gov/sites/spb/files/Rules%2004%2001%2020.pdf), [APS 4016: Fiscal Code of Ethics](https://www.cu.edu/ope/aps/4016), [Employee’s Fiscal Code of Ethics](https://www.cu.edu/sites/default/files/F_Fiscal-Code-of-Ethics_Empl.pdf), and [APS 2027](https://www.cu.edu/ope/aps/2027): Code of Conduct.[[2]](#footnote-3)

III) Finally, I understand that approval of my external engagement is limited and may be revoked at any time by my supervising authority if the conflict cannot be removed or managed to make it in the best interest of the university. If not sooner revoked or renewed, the approval is valid for a period of no more than one year from date of execution by the supervisor or appointing authority. This approval applies solely to the affiliation described above. If the scope of my outside employment changes (new position, function, employer, location, services performed), I understand that I must obtain re-approval by means of resubmitting a revised version of this form. Failure to obtain approval for subsequent years is a breach of this approval and a violation of university policy.

*Approval requested and obligations understood and acknowledged by:*

Employee Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT**

**Approval Granted or Denied by Supervising Authority:**

I, the supervising authority of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (insert name of Employee named in the attached **REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT**) understand that:

1. If I approve, I may revoke my approval any time if I believe the conflict cannot be managed or is no longer in the best interest of the university. If not sooner revoked or renewed, approval expires one year from the date of my execution of this approval.

1. Pursuant to Regent [Policy 8.B.2(A)](https://www.cu.edu/regents/policy/8#:~:text=A%3A%20Principles%20of%20Ethical%20Behavior,of%20legal%20and%20ethical%20conduct.) or [Colorado Personnel Board Rule 1-14](https://spb.colorado.gov/sites/spb/files/Rules%2004%2001%2020.pdf) (as applicable), I may authorize employee’s service to another entity (or renewal of such approval) only after reviewing the proposed work (see Attachment A) and finding that such services:
	1. either advance the interest of the university or take place during non-university time;
	2. do not unduly conflict or interfere with the employee’s university employment responsibilities; and
	3. do not negatively impact any third party (e.g. sponsor, student, taxpayer, community) to whom the university has a duty.

**I understand that, even after my approval of this request, the employee should not make or influence university decisions with respect to any business relations that involve the external organization in which they have the business interest.**

1. I hereby [ ]  **Grant or** [ ]  **Deny** th e Employee’s request to engage in outside employment.

Supervising Authority Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervising Authority Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT A TO EMPLOYEE
REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT**

**[Employee to provide a detailed description of the proposed outside employment/consulting/financial interest**]

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

1. Type of proposed outside financial interest/employment (describe work to be performed, business of the entity and whether it is a commercial, governmental or non-profit organization):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Hours­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Note that compensation received for consulting or service on external boards that occurs during your normal working hours must be remitted to the university, unless the employee is using authorized vacation or unpaid leave for such work. *See* [Policy 8.B.2(B).](https://www.cu.edu/regents/policy/8) Confirm that all outside employment will be performed off campus and outside regular work hours: Yes [ ]  or No [ ] . If No, please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Expected duration of proposed outside employment/service, end date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name and address of proposed employer or work association:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is your proposed outside employer/work association a foreign entity or will you be providing services outside of the United States? Yes [ ]  or No [ ] . If Yes, please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact at proposed employment/consulting/work arrangement (include name, email address and telephone number):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. This proposed outside employment/consulting/work arrangement/financial interest will not interfere with my duties and will not present an actual or apparent conflict of interest or commitment because:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Note that, subject to conflict of interest rules (including APS 5012) and other applicable laws and policies, the processes outlined in APS 1044 and “the 1/6 Rule” apply to external work proposed by tenured and tenure track faculty. [↑](#footnote-ref-2)
2. Note that [APS 5012](https://www.cu.edu/ope/aps/5012): Conflicts of Interest and Commitment in Research and Teaching applies to employees, consultants, subrecipients and subcontractors involved in the design, conduct or reporting of research and to all persons and organizations engaged in the delivery, development or assessment of educational materials. In addition to this document, those individuals should follow the disclosure and approval processes outlined in [APS 5012](https://www.cu.edu/ope/aps/5012) and [Researcher Conflicts of Interest and Commitment Policy and Standards](https://www.colorado.edu/researchinnovation/coi/policies-procedures) (a/k/a the DEPA process). [↑](#footnote-ref-3)