

College of Built Environments
Outside Professional Work

Handbook guidelines allow full-time faculty to engage in remunerated outside work up to thirteen days in each calendar quarter. Arrangements must be approved in advance, and a summary of all outside professional activities for the previous academic year is reported in Autumn Quarter. University forms are used for these purposes. If you are employed elsewhere, even while on leave, you need to complete the form.

To report outside professional work, use the form found on the Office of Research website ([Request Approval for Outside Professional Work](#)). The form should be forwarded to your chair for review and signature. The department chair will forward to the Dean's Office to review and sign. The Dean's Office will submit the form to the Office of Research. When approved, the Office of Research will send an electronic copy to the employee, the department chair, and the Dean's Office.

Effective immediately, faculty are no longer required to submit an annual summary of outside professional work. In the past, annual reports of all outside professional work (compensated or uncompensated) were to be submitted via the UW 1461 online system for each fiscal year. The relevant UW Outside Professional Work Policy (Executive Order 57) is being revised, eliminating those requirements, and the 1461 online system is being decommissioned.