

College of Built Environments
Additional Guidance Related to Outside Work for Compensation

Outside Work for Compensation Guidance

[UW Executive Order 57](#)

[Administrative Policy 47.53](#)

[Washington State Public Ethics Law](#)

[UoW Form 1460](#)

The University of Washington has established policy and procedures related to Outside Work for Compensation. The memorandum is intended to give additional guidance with respect to potential conflicts of interest that may apply to those faculty and staff approved for outside work for compensation.

Employment of Students in Outside Professional Work

What is the concern?

As a community of professional practitioners and consultants, the College wants to protect CBE faculty, staff, and students against the appearance of and/or actual conflict of interest that may arise by hiring and/or compensating students in outside professional circumstances.

Who does this apply to?

This guidance applies to all faculty and staff of the College of Built Environments.

How do we avoid compliance issues?

To ensure that students' best interests are protected, faculty and staff with plans to hire/compensate students from outside sources should disclose their intent at the time of their Outside Work for Compensation for approval. This allows their departmental chair and the dean to review the circumstances for the hire prior to action being taken and assess problematic arrangements. It also allows time to make adjustments to student advising or scheduling of course work to accommodate their employment if needed. Foremost, it allows for open dialogue and understanding of the circumstances of Outside Professional Work and how that may intersect with UW and State policy around conflict of interest.

What happens when this information is disclosed?

When a faculty or staff member discloses their intent to hire the student for outside business, the chair will need to assess how that may or may not impact the student's learning experience. Based on that assessment, the chair will make a recommendation on how to proceed in the best interest of the student. This may mean temporarily changing advising, changing UW supervision, meeting with the student to better understand their circumstance, or possible denial of approval. If the chair needs additional assessment, they may consult with the Director of Internal Audit, who is the University's Ethics Compliance Officer.

What happens if someone does not disclose this information?

If this information is discovered after-the-fact, the departmental chair will be obligated to report to UW Internal Audit for review of the circumstances and potential consequences of conflict of interest. This reporting may result in additional actions as necessary.